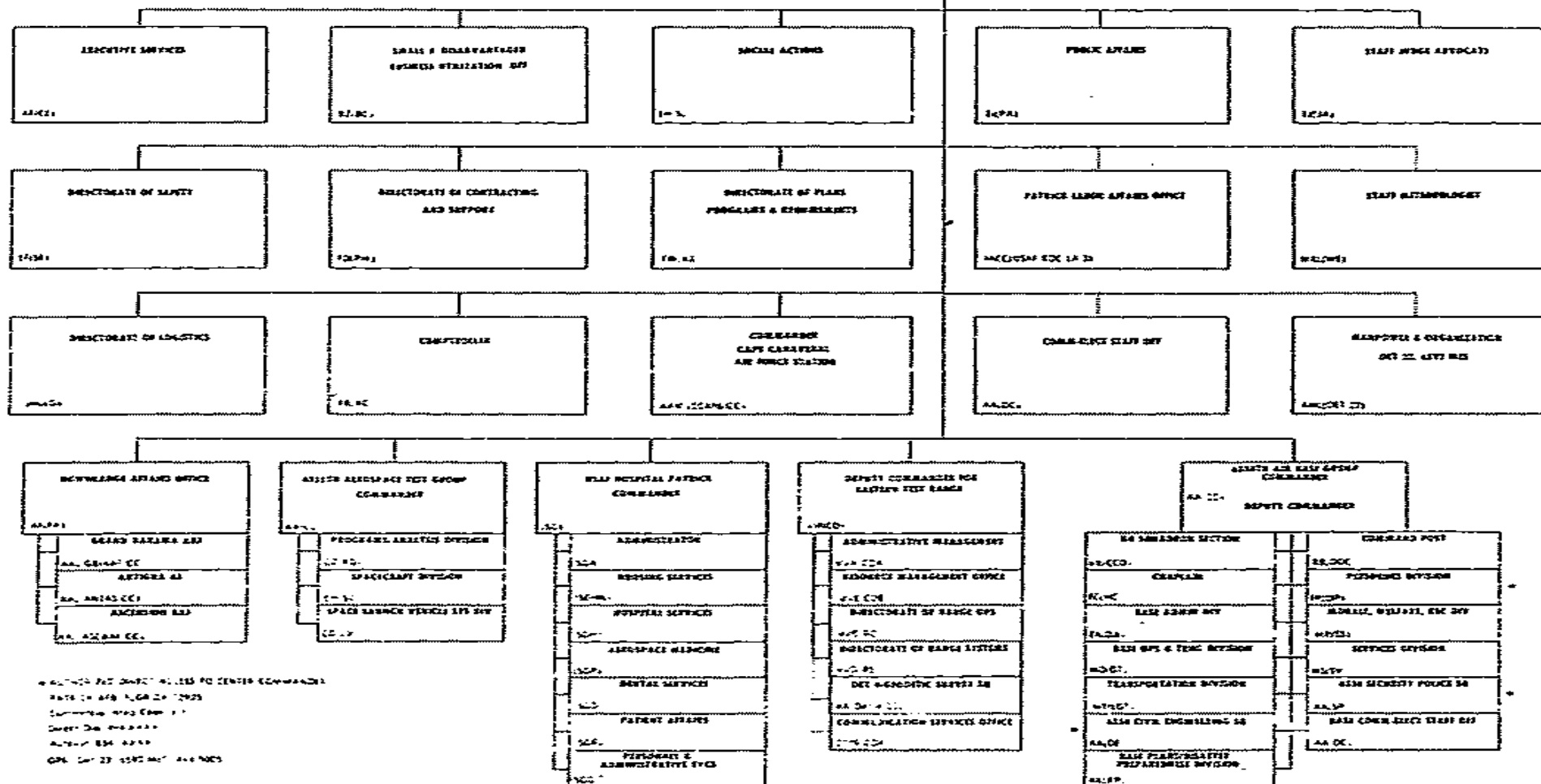
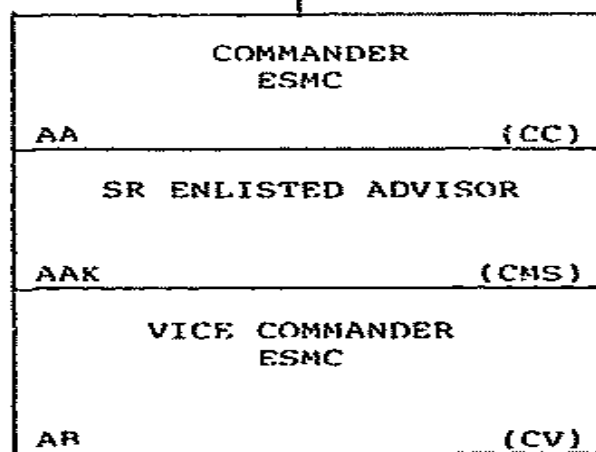


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graph LR
    A[TECHNICAL ADVISOR  
AAAC(4)] --- B[COMMANDER  
AAAC(1)  
VICE COMMANDER  
AAAC(3)]
    B --- C[SHOOT SELECTION ADVISOR  
AAAC(5)]
  
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COMMANDER, SPACE AND MISSILE TEST ORGANIZATION

EASTERN SPACE AND MISSILE CENTER

COMMANDER

Responsible to the Space and Missile Test Organization (SAMTO) Commander for development, maintenance and operation of ESMC to provide support for DOD and NASA missile and manned and unmanned space programs. Exercises General Court-Martial jurisdiction for Patrick AFB, Cape Canaveral AFS and ESMC Downrange Stations. Represents the United States in agreement negotiations with foreign governments. Acts as spokesperson for all DOD activities on the Eastern Test Range pertaining to labor-management matters and approval of labor costs.

Senior Enlisted Advisor. Serves as the primary advisor to the Commander on matters concerning enlisted personnel.

VICE COMMANDER

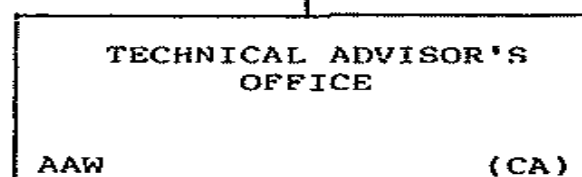
Fulfills the responsibility in the absence of the Commander and acts as the Commander's principal assistant and advisor in formulation of Command policies, plans and directives.

Station Commanders. Grand Bahamas, Antigua, and Ascension. Responsible for all liaison with host government and local US State Department representatives; ensures compliance with international agreements; monitors range contractor's operations and evaluates station instrumentation operation during missile launch and major test; performs range safety and airfield operations functions as required. Commander, Cape Canaveral Air Force Station provides an on-station commander to assure the most effective integration, control and utilization of support facilities and base support activities.

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15 December 1984

COMMANDER, EASTERN SPACE AND MISSILE CENTER



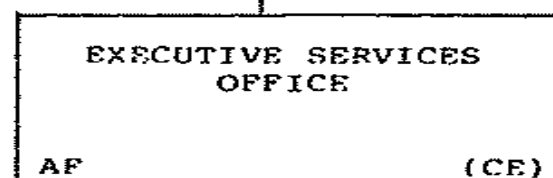
TECHNICAL ADVISOR'S OFFICE

Provides direction for and coordinates the ESMC technical program. Provides technical advice relating to the ESMC technical program to the Commander and staff and to ESMC organizations. Provides technical liaison regarding the ESMC technical program with other AFSC organizations, with other DoD and government agencies, and with industry and other scientific and technical organizations. Ensures that the ESMC technical program is responsive to test and evaluation policy provided by higher headquarters and to the requirements of future programs.

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COMMANDER, EASTERN SPACE AND MISSILE CENTER



EXECUTIVE SERVICES OFFICE

Assists and advises the Commander and Vice Commander for ESMC on command matters. Acts for the Commander and Vice Commander in the administering of policy guidance and directives to ESMC staff activities. Acts as focal point for congressional inquiries, inspection surveillance, and other related activities.

Command Administration Office. Provides total administrative support to the Commander, Vice Commander, Senior Enlisted Advisor and personal staff.

Downrange Affairs Office. Serves as staff advisor to ESMC Commander and staff on all matters relating to downrange station activity. Responsible for contact with foreign and US Government officials concerning intergovernmental agreements covering ESMC operations at downrange stations including American Embassy, Nassau; Royal Air Force and British Cable and Wireless at Ascension; and governments of Antigua, Grand Bahamas, and Ascension. Administers ESMC policies, procedures, and actions concerning local liaison and intergovernmental affairs as they relate to ESMC activities in foreign areas. Exercises clearance authority over all personnel and aircraft visiting ESMC operating locations. Serves as focal point for all travel outside the CONUS conducted by ESMC and ESMC-sponsored personnel. Provides executive services to Vice Commander for ESMC/staff matters pertaining to space available travel waivers to downrange areas. Serves as focal point and assists the Quality Assurance Evaluator (QAE) in establishing and performing requirements for specific contractor surveillance downrange.

Protocol Office. Provides command policy, guidance and information on Air Force customs and protocol to ESMC staff, base and tenant units at Patrick Air Force Base and Cape Canaveral AFS. Acts as central point of contact and assumes responsibility for all distinguished visitors (DV) in the ESMC area, including orientation and specialized briefings, tours of Cape Canaveral Air Force Station and Kennedy Space Center, billeting, transportation, and other required administrative support. Plans and arranges social functions, dedications, and ceremonies for the host commander. Responsible for scheduling and conducting ESMC awards and retirement ceremonies.

15 December 1984

History Office. Formulates and conducts the Eastern Space and Missile Center history program. Researches, writes, and documents the official History of the Eastern Space and Missile Center covering each fiscal year. The History Office provides coverage of Patrick Air Force Base, Cape Canaveral Air Force Station, and the ESMC Downrange Stations and auxiliary sites, plus organizational elements of the Eastern Space and Missile Center and tenant organizations. Prepares monographs and special studies useful to staff elements and higher headquarters. Performs research and answers queries on historical matters. Maintains the historical archives.

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COMMANDER, EASTERN SPACE AND MISSILE CENTER

SMALL AND DISADVANTAGED
BUSINESS UTILIZATION
OFFICE

BZ

(BC)

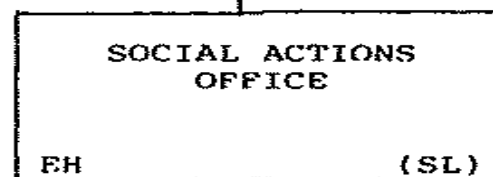
SMALL AND DISADVANTAGED BUSINESS UTILIZATION OFFICE

Serves ESMC Commander as advisor/focal point on all matters related to Congressional/DOD small and disadvantaged business programs; conducts contractor relations programs; counsels industry on doing business with the Air Force; performs interface function between contractors and contracting technicians; reviews appropriate acquisitions over \$2,500; maintains bidders source files; resolves complaints from industry/contractors through contact with responsible center organization; provides DAR technical interpretation and assistance. Duties are outlined in DAR 1-704.3(b).

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COMMANDER, EASTERN SPACE AND MISSILE CENTER



SOCIAL ACTIONS OFFICE

Responsible for Base Social Actions Program of Human Relations Education, Equal Opportunity and Treatment of military personnel, Drug and Alcohol Abuse Control and Rehabilitation and other related programs. Provides Drug and Alcohol Abuse education and training. Inquires into complaints of discrimination and serve as fact finder and mediator. Counsel, evaluate, and monitor the progress of all individuals in the USAF Drug and Alcohol Rehabilitation Program. Monitor the progress of the Base in resolving Social Actions related problems through Commander's Quarterly Status Report on all aspects of the base program.

Military Uses of Space: 1946-1991

Published by:

Chadwyck-Healey Inc., 1101 King Street, Alexandria, Virginia 22314

Military Uses of Space: 1946-1991 provides a detailed record of the strategic importance of the U.S. military space program from the conceptualization of the uses of space to the present realization of advanced capabilities. Materials were identified, obtained, assembled, and indexed by the National Security Archive, a non-profit, Washington, D.C. based research institute and library. The microfiche collection is accompanied by **Military Uses of Space: 1946-1991 Guide and Index**.

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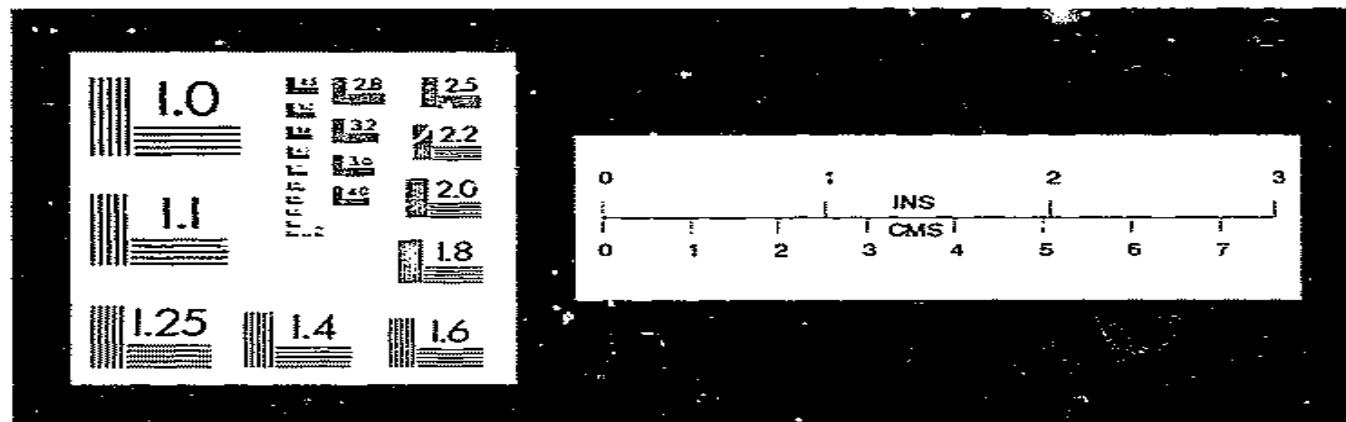
Date of Publication of Microfiche Edition: 1991

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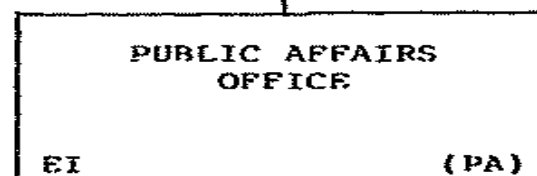
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COMMANDER, EASTERN SPACE AND MISSILE CENTER



PUBLIC AFFAIRS OFFICE

Staff advisor to the Eastern Space and Missile Center commander and staff on all public affairs matters. Contact with local, national and international press corps for Air Force, AFSC, ESMC programs/activities. Writes, edits and prepares information for release to news media. Interfaces with other DOD agencies on launch activities related to national security, and NASA on Space Transportation System matters at the Eastern Launch Site. DOD spokesperson for STS at ELS. Promotes mutual and harmonious relationship between the Air Force and local civilian community and civic leaders. Responsible for internal information programs and managing the Unit Public Affairs Representative program. Manages tour program, speakers bureau and the Air Force Space Museum at Cape Canaveral Air Force Station.

COMMANDER, EASTERN SPACE AND MISSILE CENTER

STAFF
JUDGE ADVOCATE

EJ

(JA)

MILITARY AND CIVIL
AFFAIRS BRANCH

EJH

(JAV)

CONTRACT & PATENTS
BRANCH

EJC

(JAN)

MILITARY JUSTICE
BRANCH

EJA

(JAM)

CLAIMS BRANCH

EJD

(JAD)

STAFF JUDGE ADVOCATE

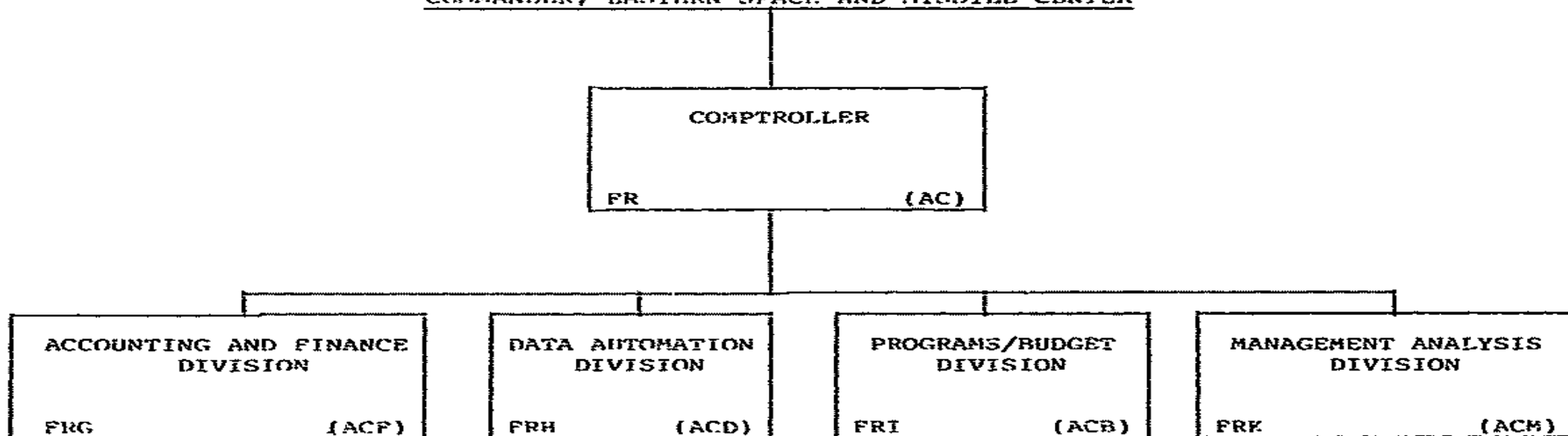
Provides legal advice to the Commander and his staff, all assigned, attached and tenant units, as well as other activities represented at Patrick AFB. Furnishes complete legal services including, but not limited to military justice, military and civil affairs, contracts and patents, international labor and admiralty law, and control of nuclear materials and assemblies.

Military and Civil Affairs Branch. Furnishes legal advice and assistance on civil and military matters pertaining to command activities and personnel. Renders legal opinions on reports of investigation and board proceedings referred for legal review. Coordinates and supervises military and civil affairs activities within the Command, including the legal assistance programs. Coordinates and supervises command activities pertaining to recommended legislation other than appropriations legislation.

Contracts and Patents Branch. Renders advice, opinions and assistance in legal matters arising out of or incident to contract, patent and labor activities of the Command. Reviews contractual documents for legal sufficiency and propriety. Determines and administers patent and other propriety right provisions in government contracts. Processes invention disclosures by military and civilian personnel.

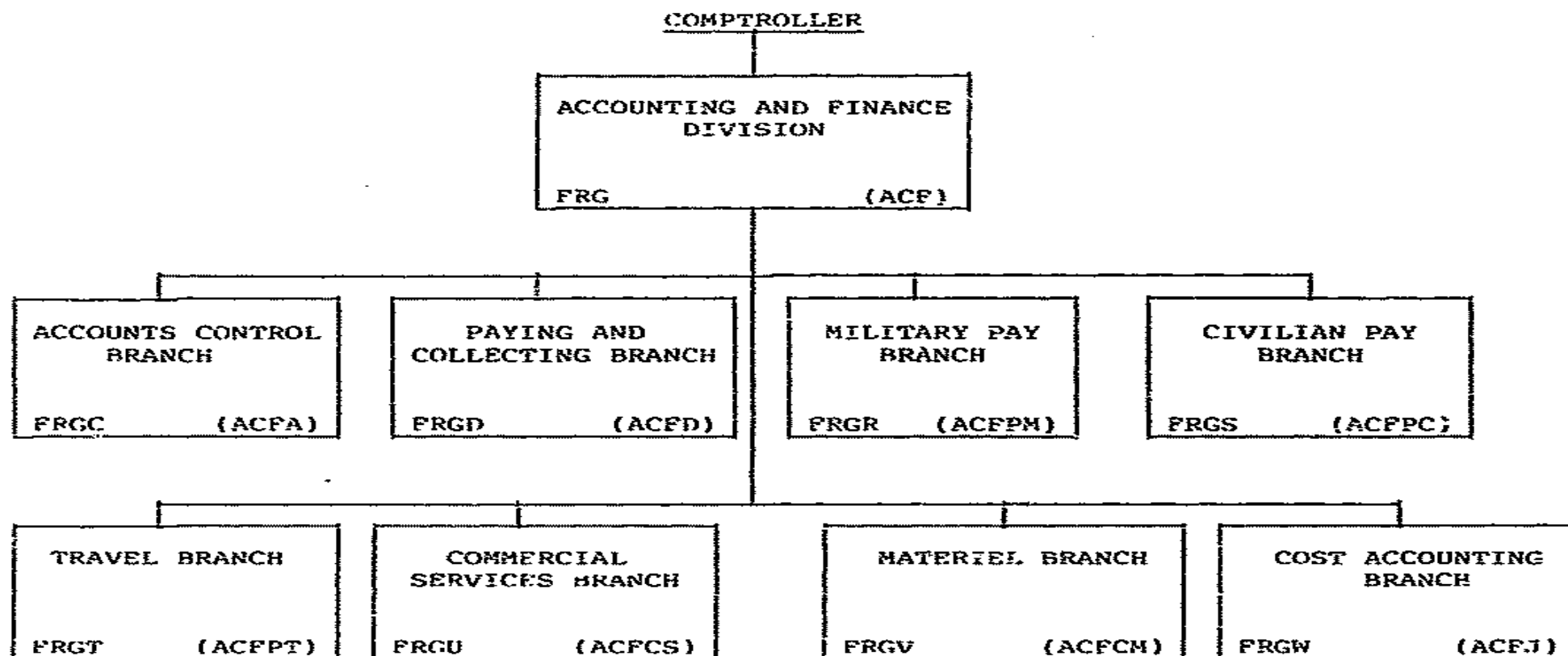
Military Justice Branch. Supervises military justice system and administration of military discipline within the Command. Examines and renders legal opinions on proposed disciplinary actions. Processes, reviews and renders legal opinions and recommendations on court-martial orders, actions of convening or supervisory authority and forms of non-judicial punishment.

Claims Branch. Processes all types of domestic claims for and against the Government for the East-Central Florida geographical area and Roosevelt Roads, Puerto Rico. Maintains a Foreign Claims Commission for foreign claims jurisdiction.

COMMANDER, EASTERN SPACE AND MISSILE CENTER

COMPTROLLER

Provides Comptroller support to ESMC and tenant organizations. Manages and directs accounting and finance, programs and budget, management analysis and data automation functions. Technically manages range contractor's accounting systems and products. Focal point for processing GAO and Resident Auditor reports.



ACCOUNTING AND FINANCE DIVISION

Provides advice on all aspects of accounting and finance operations. Implements accounting and disbursing systems prescribed by higher authority. Receives, disburses, accounts for, and safeguards public funds in accordance with existing statutes and regulations. Coordinates and monitors the quality assurance program. Provides division administrative support to include development of administrative policies and procedures, maintenance of files, records, forms, supplies, library and related administrative functions.

Accounts Control Branch. Administers all prescribed general ledger accounts for general and special appropriated funds. Maintains control of financial accounting records and makes related reports. Responsible for remote input into the mechanized accounting system. Maintains aircraft maintenance cost system.

Paying and Collecting Branch. Administers, disburses, and receives all public funds associated with the account of the Accounting and Finance Officer. Maintains records of accountability and prepares and renders reports related thereto. Provides cashier service and issues US Savings Bonds.

Military Pay Branch. Administers all official documents relating to and affecting pay and allowances of military personnel. Maintains status records related to pay and allowances. Advises the Accounting and Finance Officer on all military pay matters. Maintains liaison with Accounting and Finance Center and Military Personnel Office on military pay and allowance matters.

Civilian Pay Branch. Administers all official documents relating to and affecting Civil Service employees pay. Maintains funds control and status records related thereto. Advises Accounting and Finance Officer on all civilian pay matters. Maintains liaison with Personnel Office on civilian pay matters.

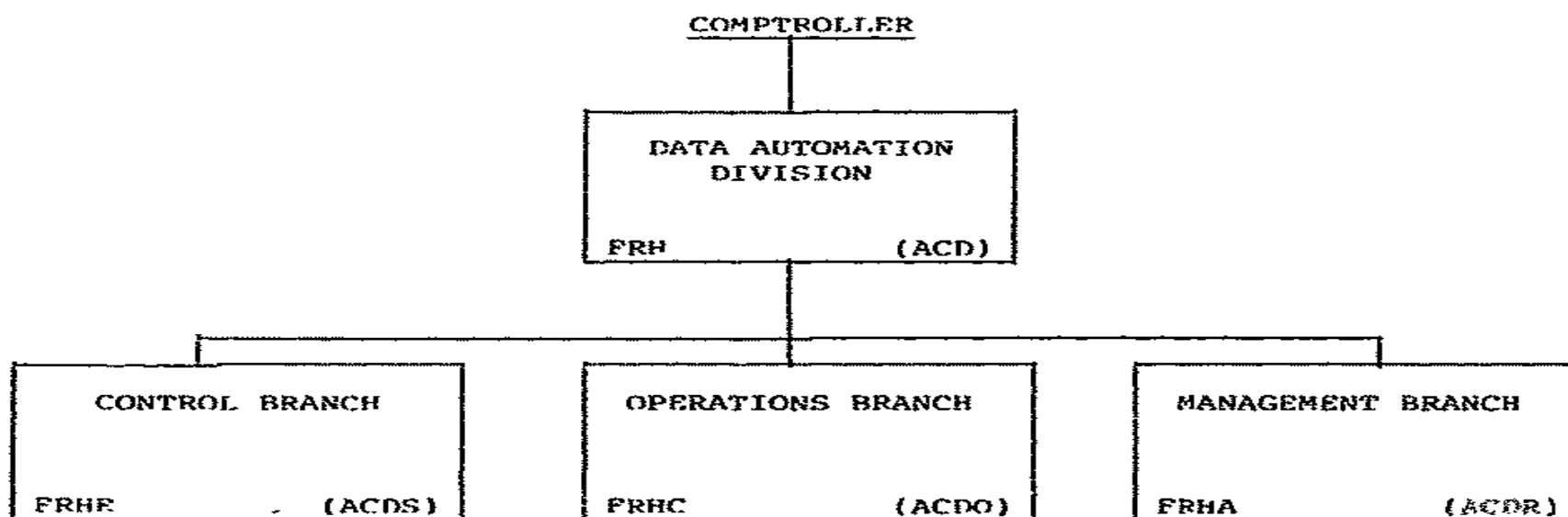
Travel Branch. Administers all official documents relating to and affecting travel, and transportation of military and civil service personnel. Maintains funds control and status records. Advises Accounting and Finance Officer on all travel matters. Maintains liaison with Accounting and Finance Center and local personnel office on travel allowance matters.

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Commercial Services Branch. Administers documents generated for commercial services and accounts receivable pertaining to services. Maintains ledgers to reflect liabilities for services documents and records of accounts receivable.

Materiel Branch. Administers documents generated for Air Force Stock Fund, materiel requisitions, and local purchase materiel requisitions. Maintains ledgers to reflect materiel assets. Renders Stock Fund and reimbursement reports.

Cost Accounting Branch. Collects, identifies, accumulates and records all cost of operations of the Eastern Space and Missile Center to cost objectives and to final cost objectives. Maintains ESMC cost data bank of basic cost data for production of recurring and special financial/management reports. Exercises technical responsibility for automated data processing systems matters related to cost distribution, detail cost system criteria and requirements, reconstruction of data scheduling, critiques, interface of input from supporting systems.



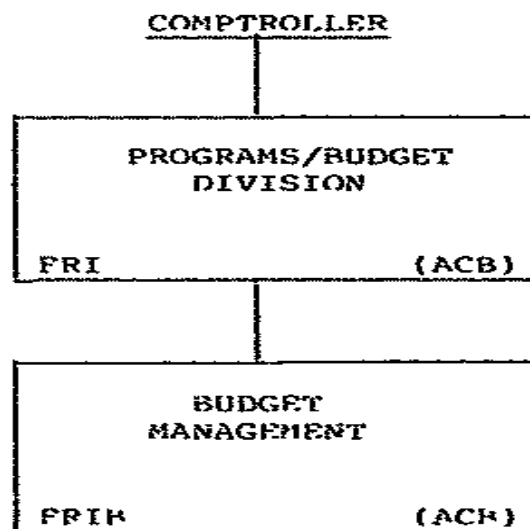
DATA AUTOMATION DIVISION

Formulates policy, directives, administrative and technical procedure to operate the data automation function. Collates, controls, verifies, records, processes, interprets, evaluates and presents statistical and related data. Plans, develops, programs, tests, operates, evaluates acquisition and monitors data processing systems and equipment. Serves as focal point for matters pertaining to ADP management under the control of the Data Processing Installation (DPI).

Control Branch. Establishes and maintains a master scheduling file reflecting known processing requirements. Maintains magnetic tape library to include receipt, accountability, issuance and maintenance of operational and emergency backup magnetic tapes. Operates auxiliary PCAM equipment. Receives and controls input data. Assembles input data, procedures, control information, and tape labels and forwards to the Operations Section. Receives, controls, and processes output products including AUTODIN/ADRSS for OPRs. Acts as operator backup support for the B3500 system.

Operations Branch. Operates ADPE to process automated data systems and applications. Maintains operator shift schedules. Complies with daily production schedule and delivers output products to Production Control. Accomplishes disk management. Prepares difficulty reports (DIREPS) to document problems and software or documentation deficiencies. Maintains Master Control Program, Operator Handbook, and other appropriate documentation. Initiates and terminates on-line sessions at appropriate times and maximizes thru-put of batch systems. Initiates and completes ADPE utilization and downtime records.

Management Branch. Controls reporting requirements, automated and manual. Evaluates proposals, surveys and release of ADPE information. Implements and enforces the federal reports act. Controls standard data elements. Responsible for ADPE contract interpretation, equipment utilization and inventory reporting. Budgets for ADPE rental and maintenance. Analyzes reports for modification, discontinuance, or expansion. Maintains statistics. Maintains the Data System Automation Program. Implements and maintains data systems for approved local systems. Maintains documentation of standard data systems. Conducts feasibility studies. Researches and corrects program and systems deficiencies.



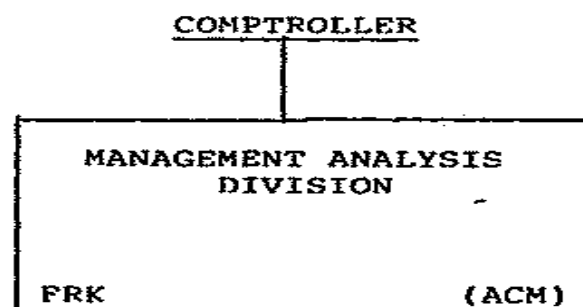
PROGRAMS/BUDGET DIVISION

Manages and exercises technical supervision over all ESMC appropriated funds programs. Provides policy and procedural guidance for preparation, analysis, and justification of budget estimates, and funding of approved programs. Correlates and analyzes funding trends and projects operating costs in relation to programming requirements and fund program. Responsible for the development, implementation and operation of an ESMC reimbursement estimating function and methodology. Provides resource inputs to higher headquarters program documentation. Focal point for Foreign Military Sales within the ESMC. Project Order Monitor for all incoming reimbursable funding documents. OPR for reimbursable policy within the ESMC.

Budget Management Branch. Receives, consolidates, and administers organization budget estimates and financial plans. Provides Resource Management System training to Patrick AFB personnel. Monitors execution of approved programs, analyzes commitments, obligations, and expenditures to measure ESMC progress against forecasted requirements.

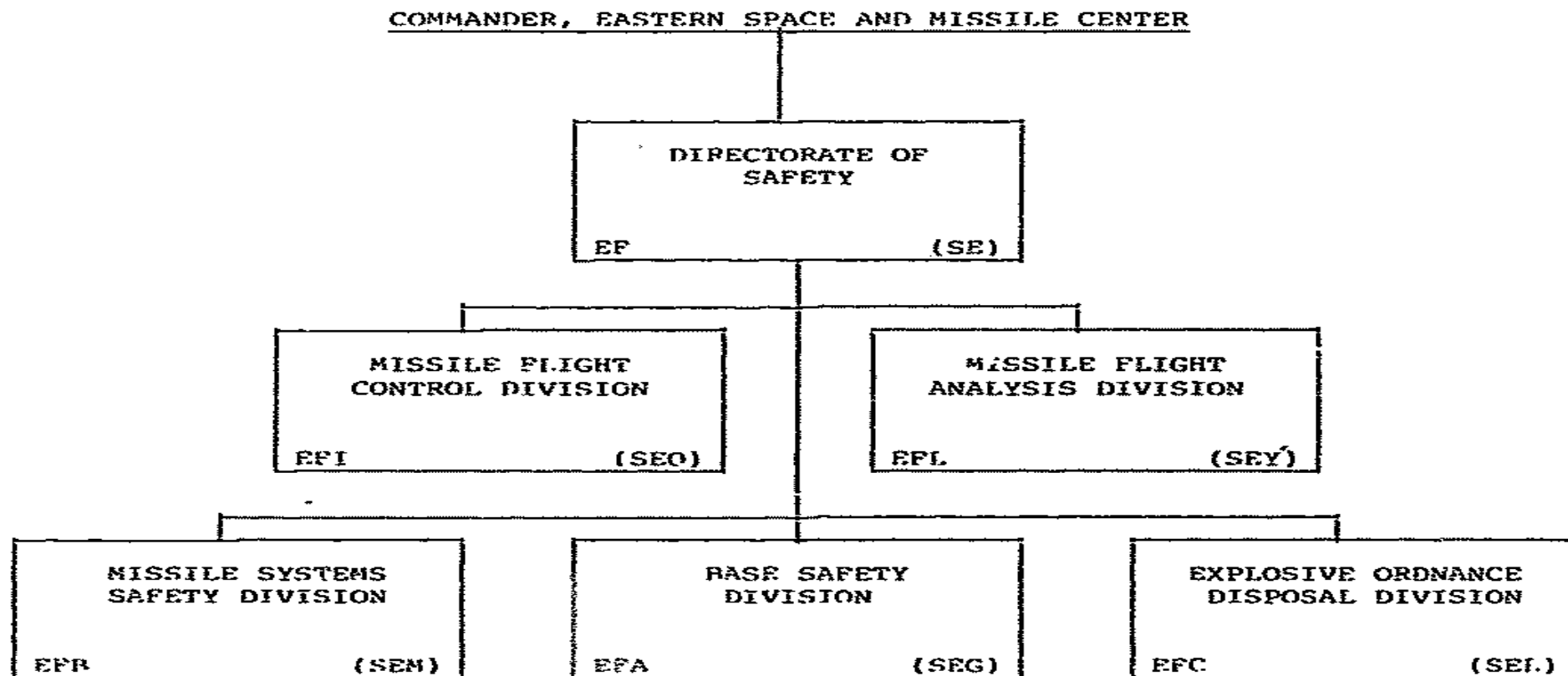
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MANAGEMENT ANALYSIS DIVISION

Serves as OAE for Range contract cost accounting. Responsible for special interest launch (SIL) costing at ESMC. Provides management services to ESMC and range user managers and staff. Operates the Management Information System for all ESMC. Conducts cost analyses and functional area studies. Conducts RQS reports review and manages Information Requirements Program. Comptroller OPR for OMB Circular A-76 studies. Conducts scheduled cash counts and verification of Agent Case Fund. Acts as ESMC monitor for all Auditor General and GAO reports of audit.



DIRECTORATE OF SAFETY

Establishes, directs and manages the overall safety program in flying, nuclear, explosive, missile, ground/industrial and system safety. Establishes and directs the missile flight safety program and Explosive Ordnance Disposal functions. Ensures all agencies comply with the safety programs. Provides safety engineering, program management and technical advice/assistance to Range Users and to the Administrative Contracting Officer in evaluating contractor operations. Assists the Deputy Commander for the Eastern Test Range in preparation of the Range Safety portion of program support plans, operations directives, and Range contract. Provides technical contract management for the Safety portion of the Range support contract.

Missile Flight Control Division. Manages the ESMC missile flight safety program. Establishes requirements, directs, trains, qualifies, and provides Range Safety (RS) Officers for all major launch operations. Prepares RS documentation covering the policies, instrumentation, and equipment requirements for each major missile program. Monitors Range instrumentation in support of missile/space booster launch operations. Participates in the design, development, test and acceptance of missile flight safety equipment. Verifies that all RS conditions are met; provides a final RS "clear to launch." Terminates missile/space booster flight when people and/or property are endangered. Advises ESMC Commander of all realtime launch operation problems and decisions concerning RS.

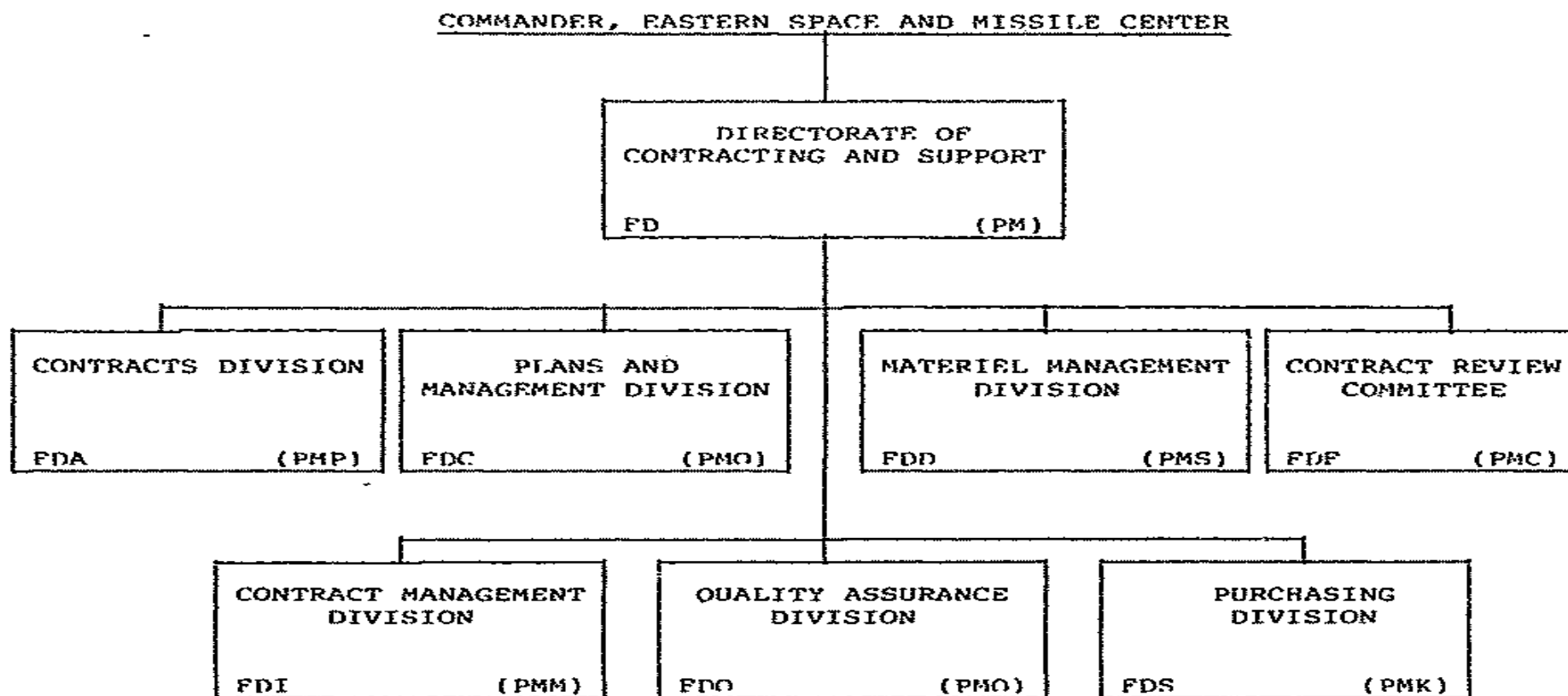
Missile Flight Analysis Division. Evaluates requests for flight plan approvals and safety policy waivers. Analyzes missile/ vehicle trajectory data and instrumentation systems. Establishes impact limit lines and destruct criteria for each launch. Prepares safety displays for each missile and space vehicle launch. Computes ship/aircraft hit probabilities, approves test support plans. Develops Range Safety policies, criteria, and operating procedures. Establishes requirements for realtime computations and displays. Develops math models and programs for computing missile safety hazards. Establishes safe flight conditions for RPVs, aerostats, drop tests. Establishes launcher limits and test restrictions for unguided rockets. Programs and operates computer terminal and peripheral equipment.

15 December 1984

Missile Systems Safety Division. Develops and implements ground/industrial, explosive, nuclear, and system safety programs for the ETR. Acts as the ETR point-of-contact for all safety matters or policy other than flight safety. Develops safety criteria for all agencies and performs surveillance to ensure compliance. Conducts safety engineering analysis of all missile, space, AGE, and facility design for ETR operations. Develops design criteria for, evaluates and approves all missile flight termination systems. Provides safety engineering services and safety program management for the Administrative Contracting Officer (ACO). Establishes contract specifications and evaluates ETR contractor safety programs. Provides the Safety TRCO in management of Range Contract.

Base Safety Division. Develops, directs, and manages the overall mishap prevention program for Patrick AFB. Provides safety engineering services for all base and tenant units. Develops safety standards and specifications and provides technical guidance in mishap prevention program management for contracts. Directs and manages the ESMC AFOSH/OSHA program. Conducts safety inspection to ensure compliance with safety standards and criteria. Develops, manages, and directs the ESMC Flight Safety program. Establishes and manages the ESMC Mishap Investigation Board. Develops and conducts mishap prevention training as required. Manages and operates the ESMC mishap investigation and reporting program; prepares and publishes mishap analyses. Manages the traffic safety program.

Explosive Ordnance Disposal Division. Provides emergency Explosive Ordnance Disposal (EOD) support in the form of identification, rendering safe and disposal, of U.S. and foreign ordnance to include conventional, chemical, nuclear and clandestine devices which present a hazard to all resources within the responsibility of ETR and Patrick AFB. Upon request, provides support to other DOD activities, federal, state, and local agencies. Supports all flying missions at Patrick AFB. Responsible to support all missile launches from ETR and Kennedy Space Center as an element of the Impact Convoy. Required to develop, coordinate and validate missile ordnance safing procedures. Responsible for all explosive demolition activities conducted on the ETR and Patrick AFB.



NOTE: AFR 26-2 organization waiver authorized by HQ USAF/MPH, W-436, 6 Feb 80.

DIRECTORATE OF CONTRACTING AND SUPPORT

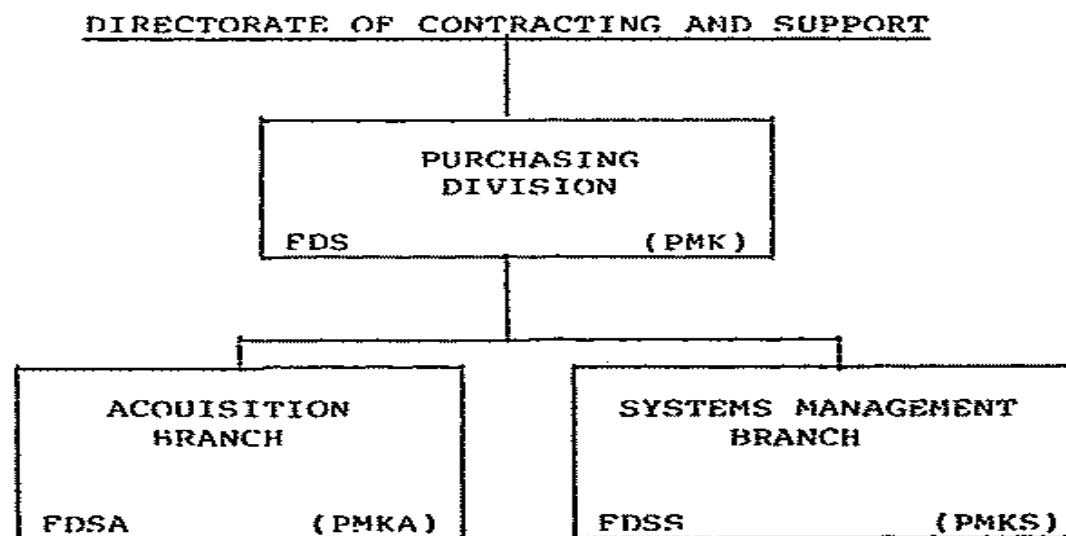
Provides acquisition services based upon delegations and guidance received from the Commander for the Eastern Space and Missile Center. Awards contracts covering research and development, central and Center supply/services requirements. Exercises management and primary contract administration of Center O&M contracts, operation of Base Supply contract, and other selected contracts. Provides technical surveillance of the Base Supply contract. Performs support contract administration on delegated aerospace contracts at Cape Canaveral Air Force Station and John F. Kennedy Space Center. Responsible for ESMC STINFO and Foreign Disclosure activities.

Contracts Division. Provides research and development, central, base and range acquisition support to activities of the ESMC, Air Force Technical Applications Center, PAFB, and other authorized government activities. Accomplishes major systems, major O&M, and less complex acquisitions. Prepares and executes contracts of all types including modifications, close outs, terminations, and applicable settlements. Maintains liaison with field elements of the Defense Contract Administration Services and the Defense Contract Audit Agency. Responsible for implementation and operation of the AMIS. Functions as the PR/MIPR control office.

Plans and Management Division. Provides management and administrative services for the Directorate. Develops procedures to implement management programs for analysis and evaluation of performance. Analyzes operational and statistical data relevant to problems and accomplishments. Is OPR for all initiated management improvement administrative projects and for overall control of projects/reports. Is focal point for briefings, surveys, acquisition management reviews, executive management reviews, audit reports, and congressionals. Provides technical review and analysis of all support agreements, regulations or supplements thereto, and their probable impact on the Directorate.

Materiel Management Division. Administers contract requirements relative to government property in possession of contractors. Performs system surveys of assigned contractors pursuant to DAR Sup 3 and other directives. Screens and redistributes excess government property. Validates and approves/disapproves contractor requirements for plant equipment/requests for local purchase of supplies not available from government sources. Assists in preparation of and validates contractor O&M supplies and equipment and investment equipment budgets. Serves as OPR for the Range Contractor in administration of Mail and Document Distribution, CCAFS Cafeteria, Downrange Food Services, Lodging and Laundry, Base Exchange, Supply, Ordnance, Fuel Management and Vehicle O&M. Monitors Base Supply contractor performance.

Contract Review Committee. Reviews contracts and ascertains if acquisition is being accomplished according to law, implementing instructions, policy and sound business practices. Approves, directs corrective action, or disapproves current acquisition actions. Furnishes technical and policy guidance for improvement of future action. Develops, recommends, implements, and disseminates acquisition policies and procedures. Provides focal point and maintains records of basic delegations of acquisition authority. Processes requests for appointment or termination of contracting officers or their representatives. Provides guidance to and assists operational organizations in resolution of acquisition portions of program documents.

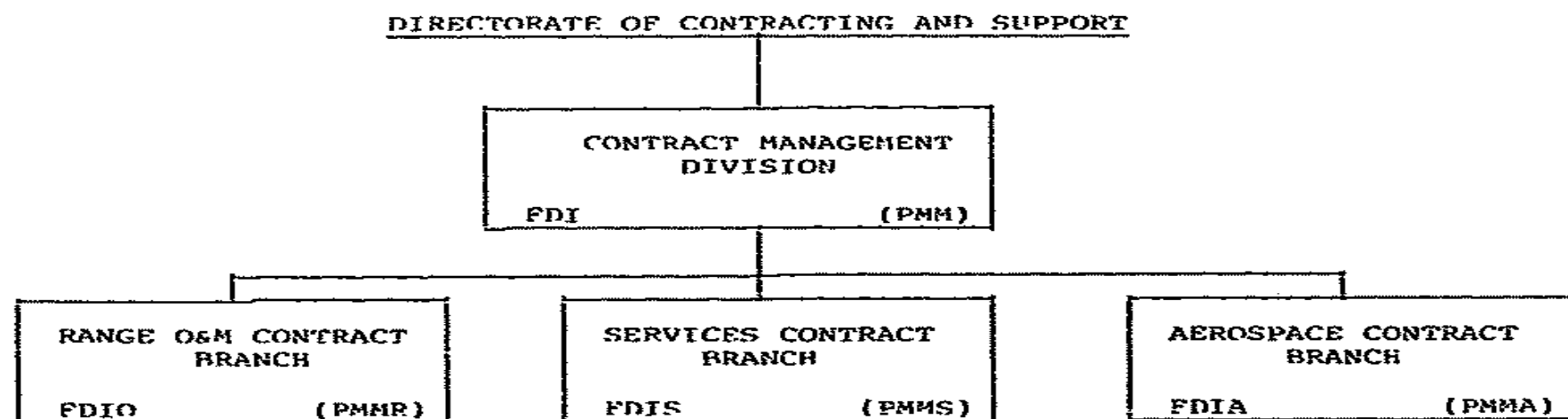


PURCHASING DIVISION

Provides small purchase support for PAFB, Cape Canaveral AFS and tenant organizations. Acquires by purchase order under \$10,000 and delivery order for supplies, services and contract repair services. Provides technical and functional administrative support to entities of the Division.

Acquisition Branch. By small purchase methods, places purchase orders under \$10,000 and delivery orders for supplies, services, and contract repair services in support of PAFB, Cape Canaveral AFS and tenants. Administers purchase orders and delivery orders to completion. Provides follow-up and expedites service.

Systems Management Branch. Manages the Customer Integrated Automated Procurement System. Provides liaison relative to scheduling, number and frequency of required computer products and coordination with the Data Management Office and AF Design Center. Provides focal point for operating automated base contracts management systems. Provides mechanized document writing and reporting service. Maintains mechanized registers. Controls incoming purchase requests. Assures completeness and accuracy of contract files before release to the buying sections. Provides administrative support for the Division.



CONTRACT MANAGEMENT DIVISION

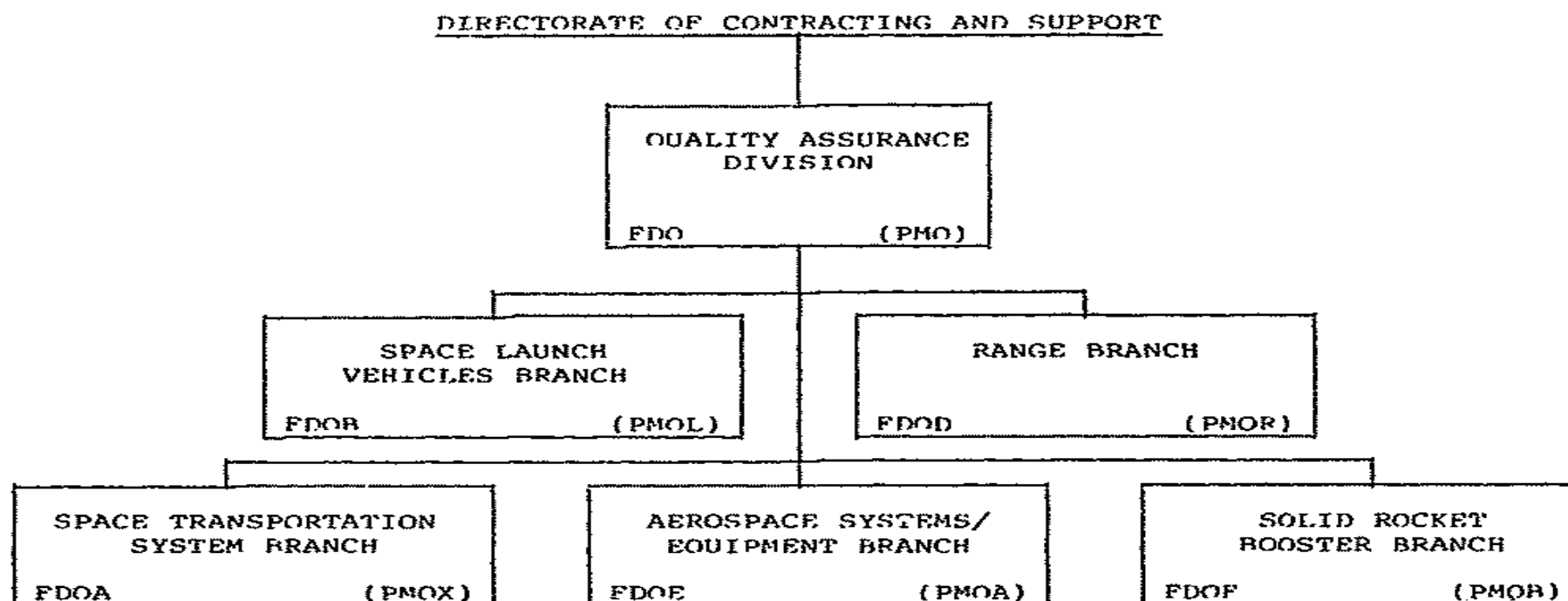
Responsible for the planning, overall programming, amendments, negotiation, and fiscal management, and administration of the Range O&M contract. Develops budgets, financial plans and programming documents. Focal point for changes of work on the contractor's home office general and administrative expense. Evaluates the contractor's management policies and practices. Reviews wage and salary schedules and overtime usage. Monitors reimbursement of contractor's expenditures. Provides supporting contract administration functions per delegations from DoD and other agencies on contracts for boosters, and related support on launch programs at the ESMC. Conducts pre-negotiation review of manpower, rates and factors in evaluation of proposals.

Range O&M Contract Branch. Provides administration for Operation and Maintenance of Range contract, Photographic services, and Marine and Tug service contracts from date of award to completion. Responsible for exercising priced and unpriced options for continuity of services. Maintains liaison with all functional area chiefs to insure contractor performance. Responsible for the negotiation of the contractor's allocable Corporate G&A expense rates, and for the Administrative Contracting Officer Representative (ACOR) program with the training associated therewith. Provides detailed information on union/contractor problem to staff elements. Maintains financial records for budget calls and briefings.

Services Contract Branch. Administers base support services, supply, and construction contracts. Performs all contracting functions after contract award to contract close-out. Issues necessary contract modifications and conducts negotiations. Maintains liaison with technical representatives and contract monitors to ensure satisfactory contract performance.

Aerospace Contract Branch. Provides contract administration functions per delegations received from DoD departments and other governmental agencies for contracts providing boosters, satellites, and supporting instrumentation for launches and launch support occurring at the ESMC. Performs evaluation of contractors' management systems. Conducts and administers the pre-contract negotiation review of manpower, labor rates and other cost factors used in the evaluation of contractor proposals. Work load consists of: CAO functions on launch services contracts; administration on payload/satellite program related contracts; administration of support, construction and miscellaneous contracts.

15 December 1984



QUALITY ASSURANCE DIVISION

Plans, implements and directs the Commander's Acquisition Quality Assurance Program at ESMC per applicable directives. Ensures the Contractor Management System guarantees the accept-ability of supply and service requirements for complex space launch vehicles and range support systems by the most effective and economical method of both manned and unmanned space flights. Performs final contract end item acceptance. Provides technical and managerial quality assurance assistance to other contract administration organizations. Serves as contact point for ESMC Quality Programs and serves as the communication exchange for multifunctional problems or actions.

Space Launch Vehicles Branch. Implements and administers the quality assurance program as delegated for the contractors launch operations and modification programs. This includes the Titan missiles, flight support equipment, computer controls, and launching services for the missile systems. Assures end items and services meet contract requirements and that the Government's interest is protected.

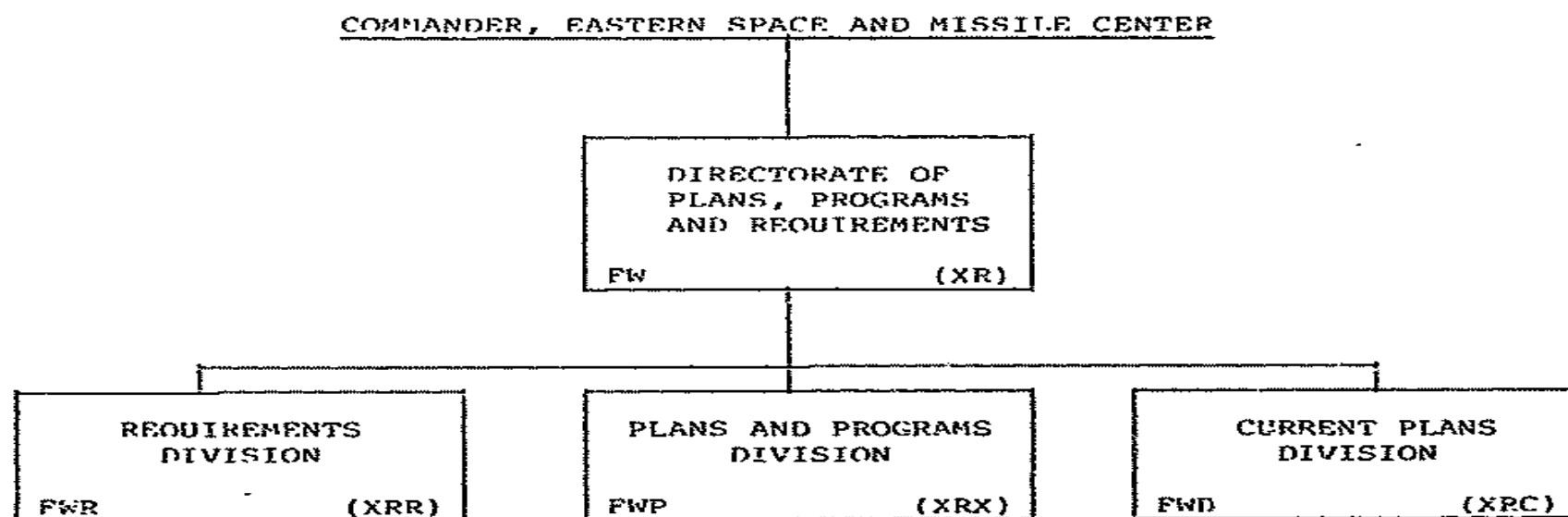
Range Branch. Implements and administers the quality assurance program on Range contractors' maintenance of instrumentation and support equipment on the ETR. This includes Precision Measurement Laboratories, Tracking Flight Control Centers, communication controls, range ships, and optics and photographic support. Assures end items and services meet contract requirements and that the Government's interest is protected.

Space Transportation Systems Branch. Implements and administers the quality assurance program as delegated on the contractors supporting Space Transportation System (STS) and Modification Programs. Assures end items and services meet contract requirements and that the Government's interest is protected. Provides support to control Air Force configuration status of the STS for KSC and VAFB, Inertial Upper Stage and Titan programs.

15 December 1984

Aerospace Systems/Equipment Branch. Implements and administers the quality assurance program for the contractors payloads, spacecraft and aerospace ground support equipment associated with the checkout and test of the aerospace vehicles. Assures end items and services meet contract requirements and that the Government's interest is protected.

Solid Rocket Booster (SRB) Branch. Implements and administers a Quality Assurance Program in support of the SRB manufacturing and refurbishment. The delegation is from NASA and the contract is with the United Space Booster Inc. (USBI). Areas of involvement include, Post Flight Inspections, Receiving Inspections, Ordnance Installation, Build-up of fwd and aft skirts, Check-out and acceptance testing of electronics package, hot firing of aft Skirt Attitude Control System (ACS) and modifications. Assures items meet contract requirements and that the Government's interest is protected.



DIRECTORATE OF PLANS, PROGRAMS AND REQUIREMENTS

OPR for all ESMC long and short range planning and programming. Responsible for identifying and processing ESMC new work loads and updating current work loads. OPR for planning, programming/reprogramming the I&M Program. Monitor for IG Self Inspection Program, SIIs, and field memoranda. Focal point for ESMC/ other government agency I&M support agreements. Manages/conducts advanced planning/analysis for long range conceptual studies. Develops/manages Center OPSEC Program and interfaces with SI OPSEC Program. Develops Command briefings and manages the Command Briefing Team. Manages the development of war plans. Provides executive planning, overview and control of all ESMC exercise activities for the Commander.

Requirements Division. Focal point for identification and acceptance of new programs and other new work loads. Develops program support concepts and statements of capability. Monitors, publishes and distributes UDS documentation. OPR for ESMC Operations Security Program (OPSEC). Develops Command, Center, and mission briefings. Focal point for non-mission related Shuttle support. Monitors IG-Self-Inspection Program, SIIs, and field memoranda.

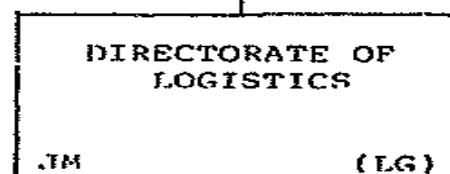
Plans and Programs Division. Develops and publishes ESMC long range plans and programs including the TESRP and Corporate plans. Provides I&M Program inputs to major DOD budgetary documents. OPR for programming/reprogramming: integrates all programming and recommends/monitors program priorities for the Commander. Member Financial Working Group for Command Policy and priorities. Establishes/maintains interfaces with industry, government labs, universities and research organizations on advances in technologies. Responsible for special/periodic engineering, instrumentation and communications plans and technical reports, tradeoff studies, simulations, advanced support plans and development plans.

Current Plans Division. Develops war plans. Focal point for Commanders' Alert Staff. Manages all ESMC support agreements. Provides executive planning, overview and control of all ESMC exercise activities for the Director. ESMC Energy Conservation Council Secretariat; OPR for Center Energy Conservation Contingency Plan. Prepares/publishes program summary documentation in ESMC PGD.

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15 December 1984

COMMANDER, EASTERN SPACE AND MISSILE CENTER

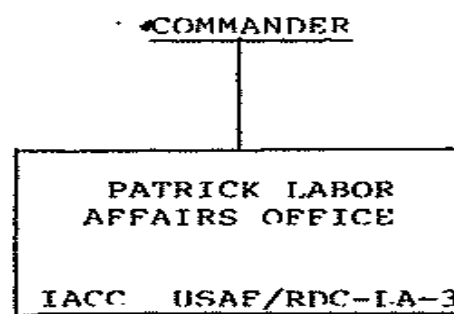


DIRECTORATE OF LOGISTICS

Responsible for surveillance and management of Logistics functions at the Eastern Space and Missile Center. Acts as single point of contact for logistics support functions. Interfaces with higher headquarters, Department of Defense, and other agencies with regard to logistics matters. Acts as senior officer and advisor to Center Commander on all logistics matters. Monitors support activities and ensures effective logistics considerations are incorporated in existing and future programs. Chairs the Joint Interservice Resource Study Group (JIRSG) for the central Florida area. Acts under guidance from OSD and command functional channels. Conducts studies and recommends consolidations promoting economies within Department of Defense. Provides policy guidance as appropriate for the Center's logistics functions and coordinates intra/interservice support for range users in regard to logistics matters.

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15 December 1984

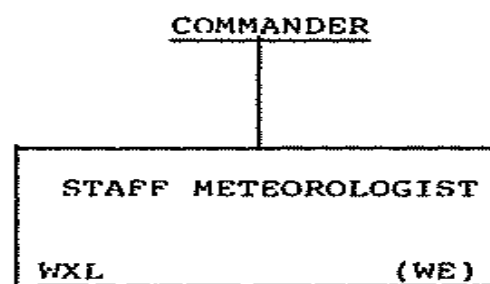


PATRICK LABOR AFFAIRS OFFICE

Provides industrial labor relations services to all activities. Acts for the Commander in the interest of continued and uninterrupted operations during labor-management disputes. Serves as central point of liaison with both union and management in minimizing impact and resolving disputes. Provides advice on labor relations matters including interpretation of contract labor standards, Air Force and Department of Labor regulations. As a field extension of HQ USAF Directorate of Contracting and Acquisition Policy, performs industrial labor relations functions as defined in AFR 78-1.

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15 December 1984

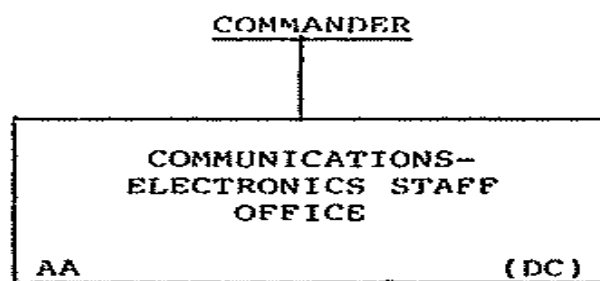


STAFF METEOROLOGIST

Responsible for natural aerospace environmental support and service as needed, including monitoring the collection and processing of all meteorological data, monitoring plans and programs to determine meteorological requirements and recommending actions as necessary to satisfy these requirements. Provides CCTV weather briefings to air operations. Acts as OPR for natural aerospace environmental support.

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15 December 1984



COMMUNICATIONS-ELECTRONICS STAFF OFFICE

Serves as Eastern Space and Missile Center single point of contact for all ESMC communications-electronics matters. Responsible for allocation of facilities and resources supporting Eastern Space and Missile Center, 6550th Air Base Group and 6555th AST Group communications networks and systems. Serves as focal point for all communications-electronics support matters relating to ESMC tenants/customers and contractors.

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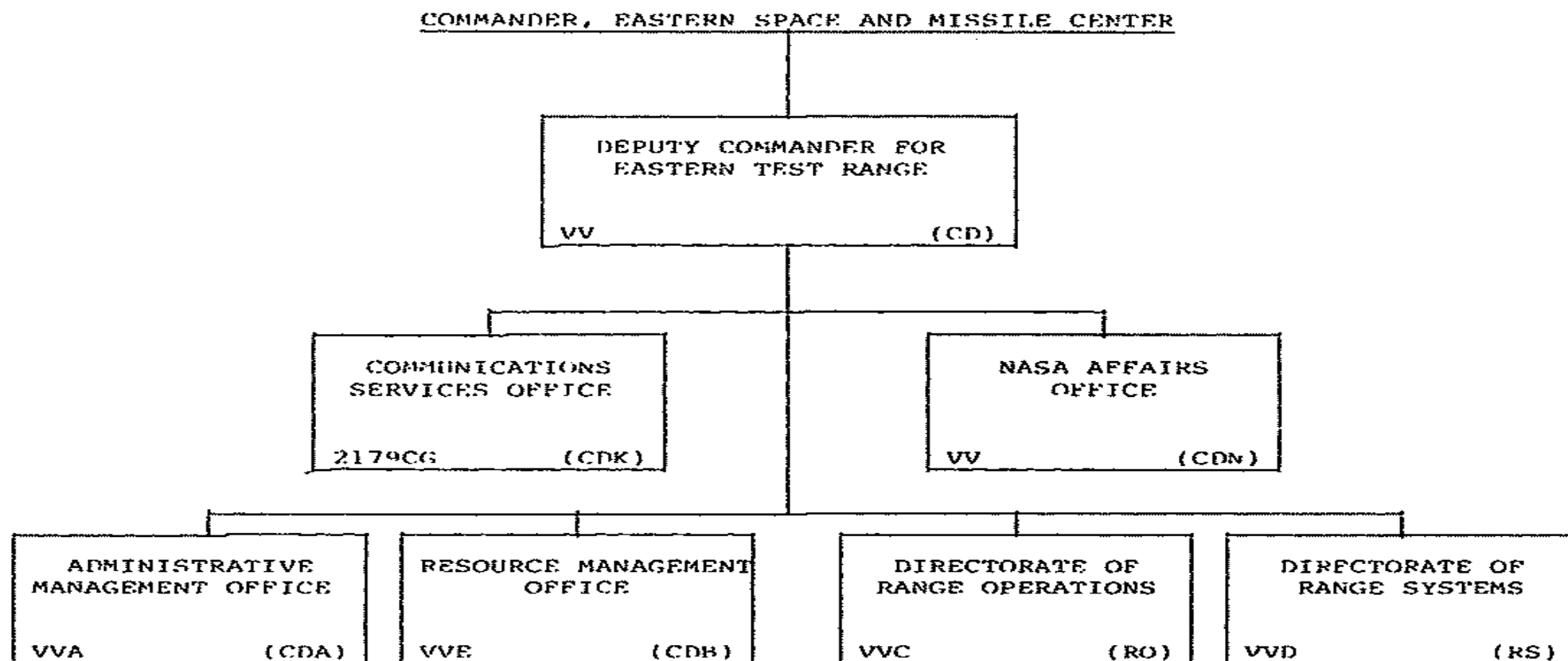
15 December 1984

COMMANDER

DET 22, 6592 MES
AMI. (DET 22)

MANPOWER AND ORGANIZATION OFFICE
(DETACHMENT 22, 6592 MANAGEMENT ENGINEERING SQUADRON)

Provides Manpower and Management Engineering services for the BSMC, and interface between HQ Space Division and HQ AFSC/MPM and the functional staff. Conducts management engineering and management advisory studies. Interprets, and insures implementation of, manpower and organization directives.



DEPUTY COMMANDER FOR EASTERN TEST RANGE

Responsible for Range operation and development. Directs data acquisition, computer services, system performance analysis, scheduling, program support management, communications and engineering, integration, and operation of all Range systems, including Range instrumentation ships. Plans and coordinates Range support under Lead Range concept, by resources of ESMC and other national ranges. Manages Worldwide Engineering and Logistics Support. Conducts studies and analyses affecting Range mission, objectives, and policies. Manages reimbursable funding. Operationally controls Range Contractor. Furnishes representative to Range Commander's Executive Council.

Communications Services Office. Serves as focal point for ETR C-E O&M matters. Originates C-E O&M inputs to Center resource plans. Serves as Range Communications Officer, ACOR, Range COMSEC and TEMPEST Coordination Officer, Range Frequency Manager and Contract Technical Manager for Electromagnetic Measurements and Analysis. Originates Range C-E policy. Responsible for the ESMC COMSEC Equipment Program (CEP) Plan, the range RCEP, non-tac radio and outside cable plant O&M. Prepares, reviews and monitors C-E aspects O&M. Prepares, reviews and monitors C-E aspects of interservice and host tenant support agreements supporting Range Users. Acts as ETR communications spokesman in dealing with foreign common carriers. Serves as Secretary of the ETR C3R Panel. Personnel assigned to this office are dual hatted and also serve as ESMC/DC staff.

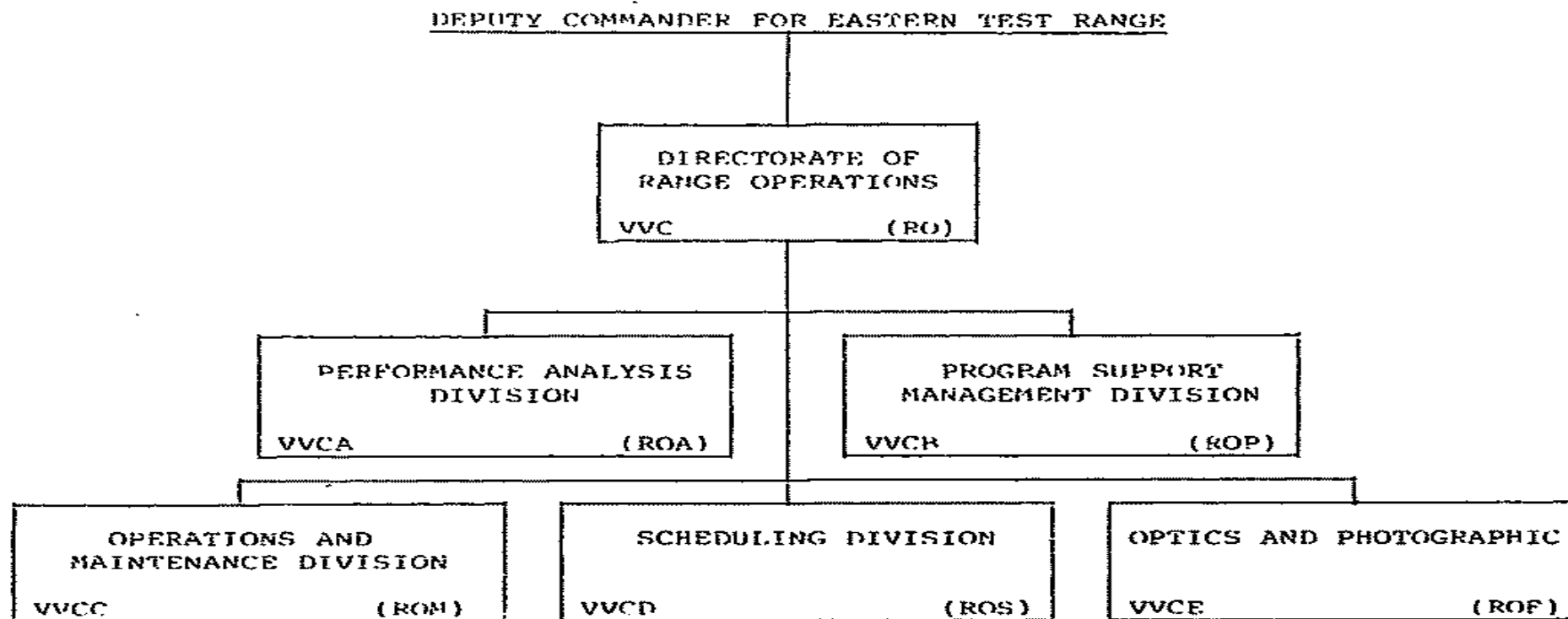
NASA Affairs Office. Serves as the AF primary point of contact for interface and provides total overview on matters dealing with mutual ESMC/KSC operations, policies and procedures. Serves as review point and monitor to assure effective ESMC/KSC operations. Serves as executive secretary to ESMC/KSC (NASA) Advisory Group. Monitors and guides the conduct of studies and projects relating to mutual support requirements for both ESMC and KSC. Delegated agent to specify approval for all ESMC/KSC joint operating procedures in conjunction with KSC Executive Secretary. Establishes standard practices for joint ESMC/KSC activities.

15 December 1984

Administrative Management Office. Responsible to Deputy Commander for ETR administrative and management function of personnel; manpower; inspections; security; documentation management; payroll; supplies; historical reports; correspondence control and distribution; ETR Reference Library.

Resource Management Office. Integrating and coordinating agency for the Deputy Commander for Eastern Test Range (ETR) in all contractual and fiscal matters. Administratively manages ETR portion of the Range Support Contract statement of work and compliance document list. Monitors financial and technical management of the Range Contract. Manages the ETR O&M financial program. Allocates and monitors expenditure of ETR TDY, supply and overtime funds. Provides direct cost tracking and analysis support to Program Managers. Prepares reimbursable Budget/cost report for program support/JOM managers. Develops and manages ETR Program Status Reviews and other management information system components. Reviews support agreements impacting ETR funding support schedules.

15 December 1984



DIRECTORATE OF RANGE OPERATIONS

Acts for the Deputy Commander for Eastern Test Range in his absence. Prime contact point between Range users and the ESMC staff for assigned Range Support. Monitors status of support for each Range user test program, and tracks program costs for designated ESMC cost accounting systems. Responsible for scheduling of Range test support including test support aircraft. Coordinates actions of the Ranges and agencies to provide support to programs. Allocates resources in support of, and operational control of, Range photographic services contractor. Provides system performance analysis of Range resources. Responsible for management of land-based Range instrumentation systems operations/maintenance.

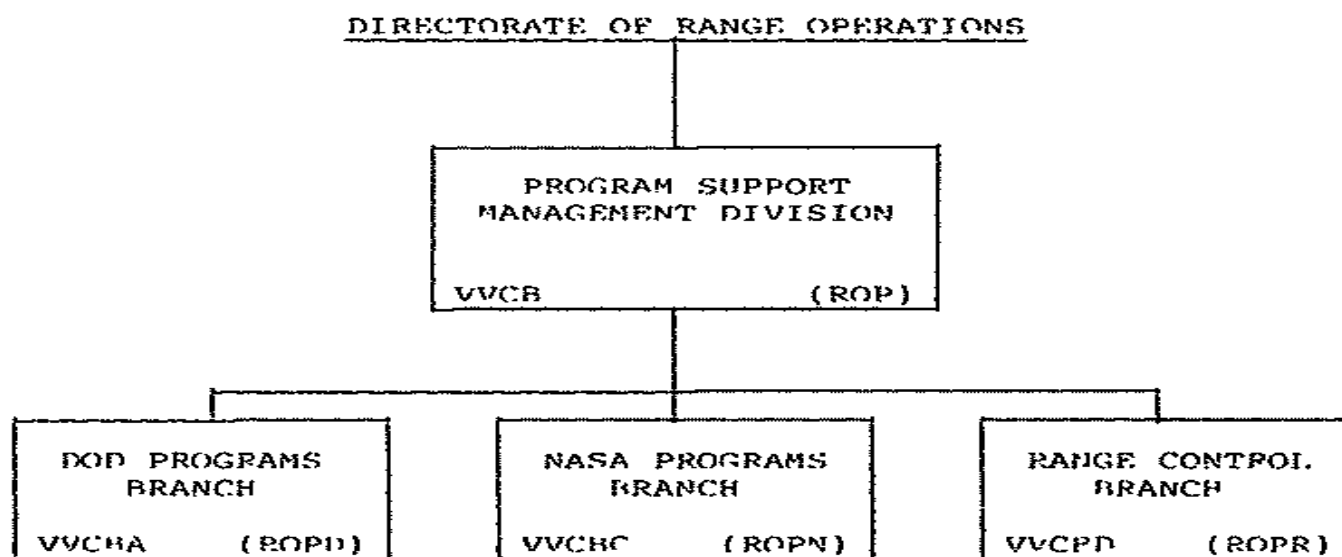
Performance Analysis Division. Analyzes ESMC instrumentation system performance; determines the accuracy of metric data on test-by-test and system basis; determines the capability of ESMC instrumentation to support present or future missile/space programs; estimating capabilities of proposed modifications to existing instrumentation system deficiencies; monitoring and advising on geodetic survey accuracies; approves/releases ESMC Range Contractor prepared documents in data analysis and reduction techniques; responsible for instrumentation calibration test plans and techniques. Staff technical advisor on accuracy matters and ACOR in the Range Contract technical analysis area.

Operations and Maintenance Division. Provides management for O&M of land based instrumentation systems. Monitors O&M and provides direction to the contractor in technical areas. Assures material support is available to meet maintenance needs. Investigates instrumentation system problems and ensures corrective action is taken. Interfaces with Engineering for development and acceptance of new/moditied systems. Serves as OPR for operational acceptance of these systems. Manages and controls the total maintenance program, develops concepts and interfaces with other headquarters. Prepares budget for depot support. OPR for Configuration Control Board. Manages Instrumentation Radar Support Program (IRSP).

15 December 1984

Scheduling Division. Schedules ESMC resources for test support. Resolves test support conflicts. Schedules inter-range test resources. Manages CCAFS 24-hour Scheduling Center. Provides Range Operations Duty Officer. Develops procedures and recommends scheduling policy. Schedules ARIA support in Eastern United States. Publishes official Range Operations test schedule and long range forecast. Airspace Manager for ESMC. Negotiates Airspace with FAA for test operations. Recommends/approves maintenance and modifications time for Range systems. Receives short lead time test requirements, recommends test design and schedules support of these tests. Schedules use of CCAFS Skid Strip. Manages CMIS-T data base for instrumentation systems.

Optics and Photographic Division. Provides technical administration, guidance, surveillance and performance evaluation of ESMC/KSC Photographic Services Contractor's technical operations. Monitors specific operation directives and evaluates photo contractor's implementation plans and commitments as to quality, efficiency and effectiveness of technical performance. Reviews, coordinates, authorizes and consolidates DOD and NASA/KSC photo/optics requirements into photographic contract statement of work. Provides technical direction and surveillance for ESMC/KSC photographic services contract. Acts as ESMC Audiovisual Manager and ESMC Precious Metals Recovery Program (PMRP) Monitor.



PROGRAM SUPPORT MANAGEMENT DIVISION

Establishes procedures and policies for ESMC support to individual programs. Single point of contact between range user and ESMC staff for all program related matters. Responsible for reimbursable program management. Manages over-all support requirements under the Lead Range concept. Accepts range user requirements, approves support documentation, obtains funding, activates the range, and assures support is provided. Performs field surveillance of test activities and performance of Range Contractor. Provides Program Support Manager for major launch programs and test projects. Provides Range Control Officer during launch operations. Representative on Missile Accident/Incident Investigating Board.

Department of Defense Programs Branch. Program support management for assigned programs and projects. Single point of contact for all program matters including Lead Range responsibilities. Chairs planning and review meetings, manages preparation of documentation and plans, activates the Range upon receipt of funding, assures Range readiness to support. Presents pretest mission briefings to the ESMC Commander. Manages Range Control Center, monitors operational tests, and conducts Post Launch debriefings. Responsible for resolution of test support discrepancies. Prepares test reports. Conducts field surveillance of Range Contractor. Identifies reimbursable requirements, compiles budget estimates, manages program funding.

NASA Programs Branch. Program support management for assigned programs and projects. Single point of contact for all program matters including Lead range responsibilities. Chairs planning and review meetings, manages preparation of documentation and plans, activates the Range upon receipt of funding, assures range readiness to support. Presents tests, mission briefings to ESMC/CC. Manages Range Control Center, monitors operational tests, and conducts Post Launch debriefings. Responsible for resolution of test support discrepancies. Prepares test report. Conducts field surveillance of Range Contractor. Coordinates on additive cost funding for NASA activities. Identifies reimbursable requirements, computes budget estimates, and manages program funding.

Military Uses of Space: 1946-1991

Published by:

Chadwyck-Healey Inc., 1101 King Street, Alexandria, Virginia 22314

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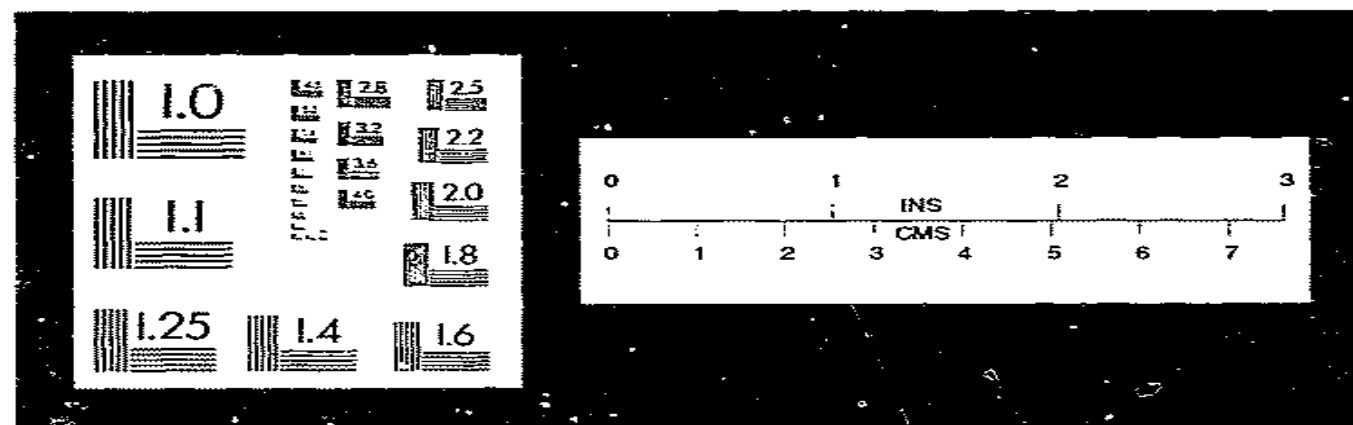
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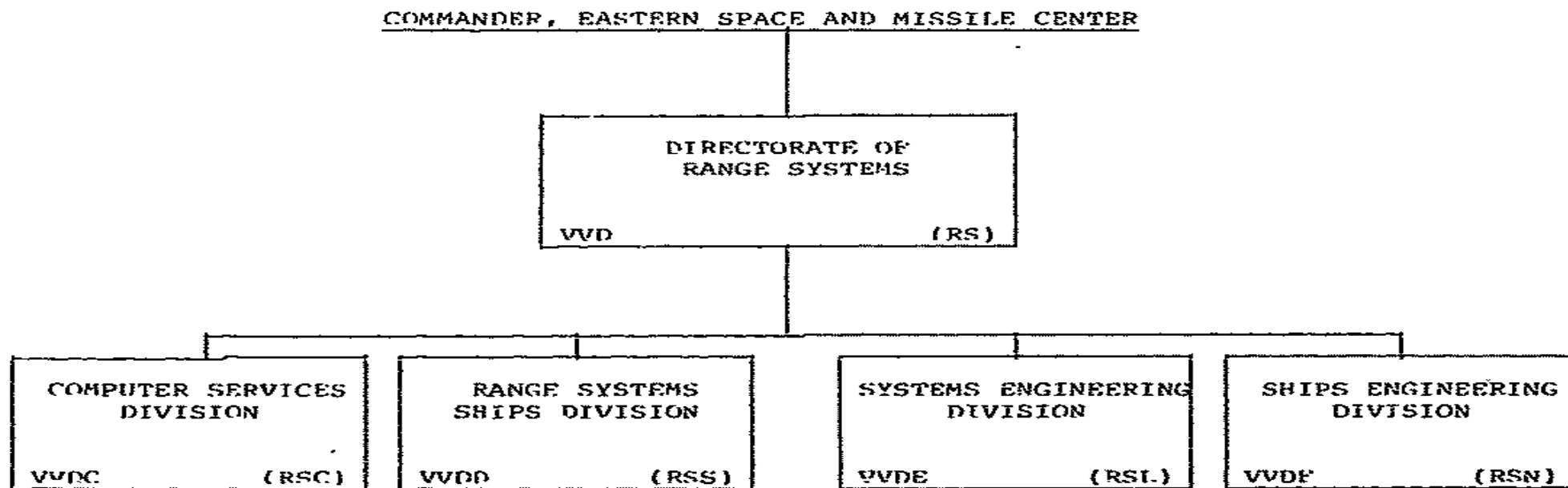
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15 December 1984

Range Control Branch. Provides Range Control Officer for all launch operations. Presents Range Operations Briefings to the ESMC/CC. Provides Network Controller and/or Director for the DOD/NASA network. Coordinates countdowns, reviews test documentation, coordinates with scheduling, plans and establishes DOD Network operations, arranges/coordinates surveillance aircraft support. Ensures that support meets requirements, including changes, during test countdowns. Evaluates Range Contractor performance. Provides communication interface with primary launch agencies. Identifies problems during launch, prepares Quick Look Report, and initiates follow-up corrective actions. Provides Range Hurricane Duty Officers.



DIRECTORATE OF RANGE SYSTEMS

Manages all Range instrumentation systems, including radar, telemetry, command control, timing, and missile impact location systems. Plans and conducts special studies and recommends efforts leading to improved Range instrumentation systems. Directs systems engineering activities to accomplish programming, acquisition, integration, modification and testing for Range development programs/projects. Manages operation/maintenance and engineering of Range instrumentation ships including the Cobra Judy projects. Provides technical direction, surveillance of Range Contractor's instrumentation system activities. Provides computer service for the support of all tests and for other organizations as required.

Computer Services Division. Performs as AACOR and provides operating objectives to the range contractor's data processing activities. Reviews, analyzes and recommends action concerning range use requirements, reimbursements and ESMC commitments. Is Data Processing Installation Manager for DPI 6370 under provisions of AF 300 series regulation/manuals. Is OPR for configuration control and acquisition of modifications/new programs. Provides staff assistance and computer programs to ESMC and tenant organizations. Reviews and analyzes contractor management and resources control functions. Is OPR for computer systems inputs to the Test and Evaluation Support Resource Plan.

Range Systems Ships Division. Plan, budget, schedule and operate range instrumentation ships and USNS Observation Island with its COBRA JUDY radar system. Provides Technical Operations Manager for JCS directed special missions. Writes applicable portions of Range contract and provides technical surveillance of the Range Contractor's operation and maintenance of shipboard instrumentation systems. Provides, via Military Sealift Command, for operation and maintenance of shipboard marine systems. Directs engineering improvements and manages shipyard modification to USNS Observation Island. Operates and maintains Software Management and Maintenance Facility at Patrick AFB. Provides centralized management for ESMC support of COBRA JUDY program.

15 December 1984

Systems Engineering Division. Responsible for development engineering, technical project definition/direction, systems acquisition/implementation for land-based instrumentation/communications systems. Provides engineering to operational problems: new instrumental/communications hardware and systems resources. Provides engineering plans, specifications, purchase requests, technical exhibits and ECPs on instrumentation/communications systems and modifications. Acts as ETR technical Representative throughout procurement cycle for equipment acquisitions. Provides technical program for all budget calls.

Ships Engineering Division. Provides development engineering, technical data & direction, cost, schedule, and surveillance of range contractor resources used for acquisition, modification, and installation of Range ships instrumentation. Furnishes engineering support to resolve operational problems, to contractually accept and test new instrumentation/communications, and to operationally accept installed equipment. Contracting Officer's technical representative for equipment acquisitions throughout the procurement cycle. Generates technical and budgetary submissions. Provides technical requirements to and interfaces with the Military Sealift Command and other U. S. Navy agencies. Reviews ships instrumentation/marine systems for performance and effectiveness.

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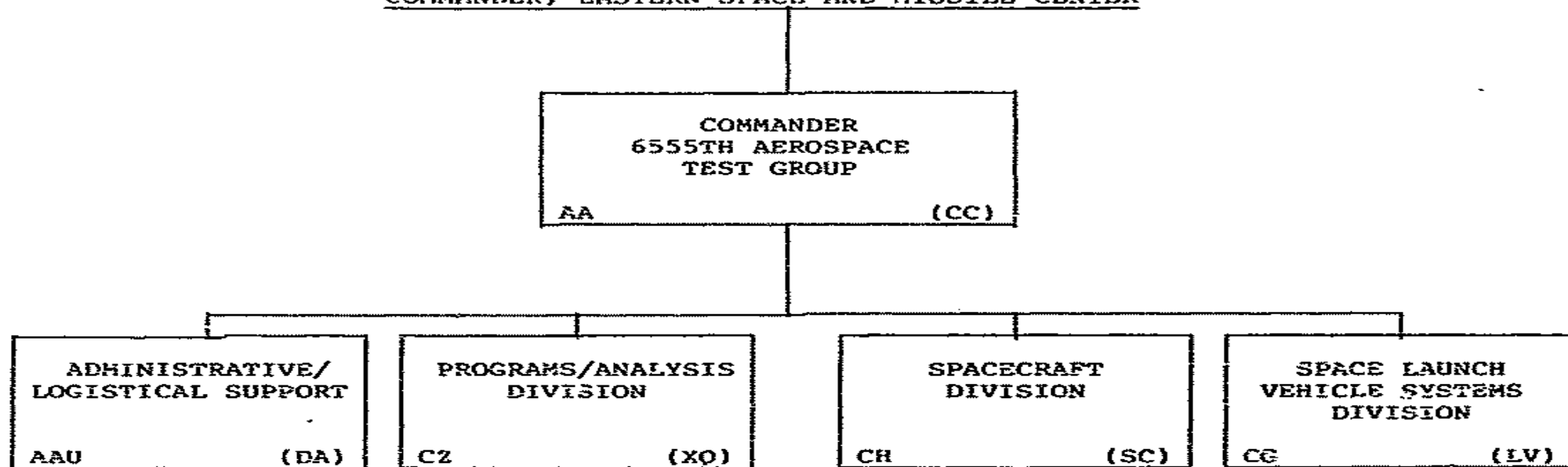
COMMANDER

DETACHMENT 4, GEODETIC
SURVEY SQUADRON

AA (Det 4/GSS)

DETACHMENT 4, GEODETIC SURVEY SQUADRON

As a part of the Defense Manning Agency's Hydrographic Topographic Center Det 4's immediate headquarters is located at F.E. Warren AFB, WY. Det 4's mission at the Eastern Test Range is to provide precise geodetic surveys in support of range programs and requirements.

COMMANDER, EASTERN SPACE AND MISSILE CENTER

COMMANDER, 6555TH AEROSPACE TEST GROUP

Exercises command and management of the 6555th Aerospace Test Group to insure mission accomplishment as directed by higher headquarters. Represents the ESMC Commander in all matters pertaining to field test program policies, operations and management required to exercise field test control of programs at Cape Canaveral Air Force Station and Kennedy Space Center for which the 6555th Aerospace Test Group is designated test organization. Provides Technical Advisor to the Commander on matters crossing Division lines and NASA/Air Force management policies. Provides Air Force support at Kennedy Space Center (KSC) for Vandenberg AFB Shuttle facilities design and activation; technical surveillance of KSC capabilities to support DOD STS missions; and the development and implementation of security systems at KSC for DOD missions.

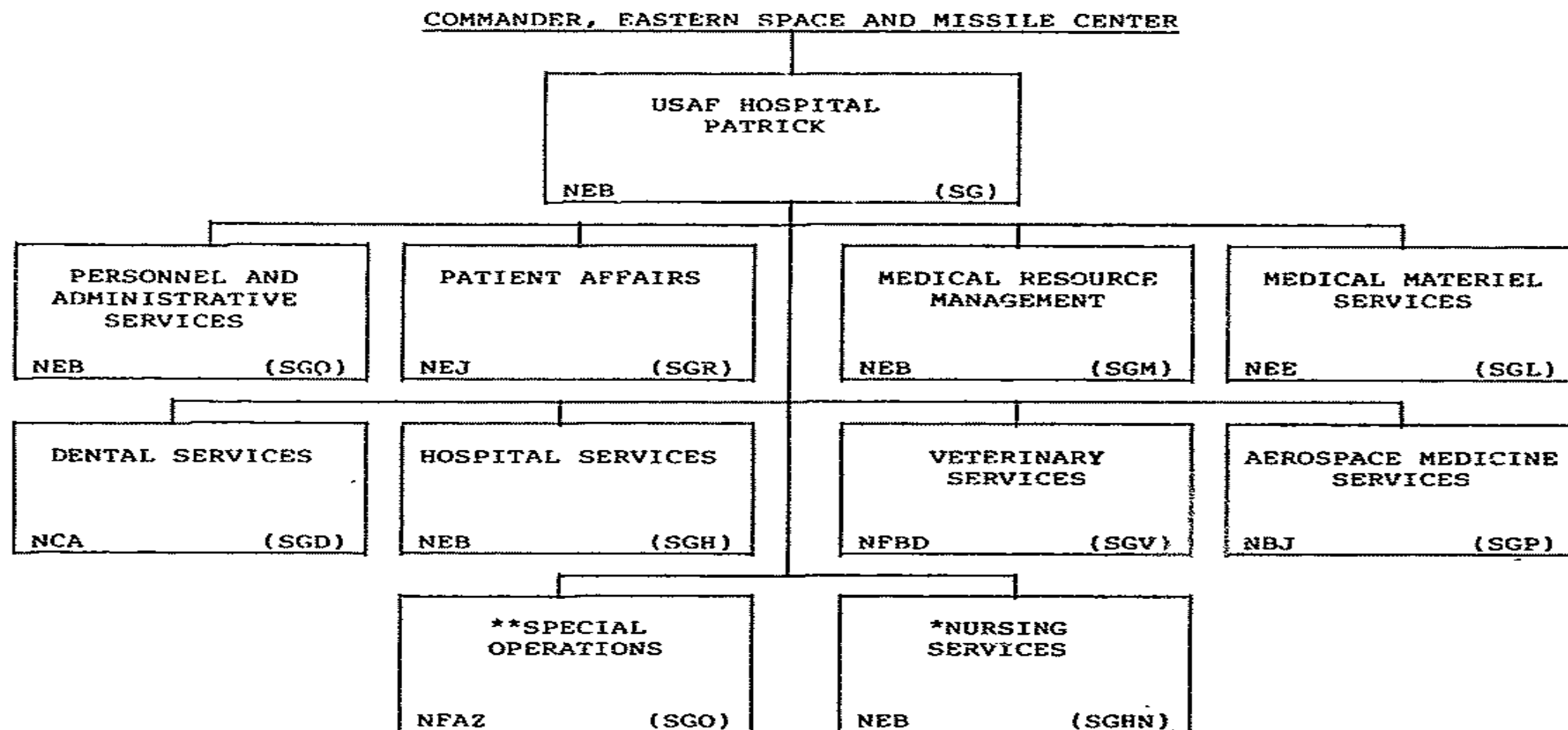
Administrative/Logistical Support. Provides administrative services, classified document control, written communications control and logistical support for the Test Group. Develops administrative policies, practices and procedures. Receives, reviews, processes, distributes and dispatches official correspondence. Monitors manpower and personnel actions, awards and ceremonies, and performance reports. Requisitions and distributes all publications, forms and expendable supplies. Maintains a functional library. Has custodian responsibility for the supply account. Provides protocol service support for the Test Group Commander.

Programs/Analysis Division. Responsible for all scheduling (payloads, boosters, facilities and Range scheduling. Reviews and processes all Universal Documentation System documents for Space Division. Responsible for plans, budget, material/resources management, and physical security. Provides data controllers for all Test Group missions. Manages the Data Transmission Center, COMSEC Account, the Test Group Support Facility and provides hard copy communications support. Analyzes data and provides inputs to reports and other documentation.

Spacecraft Division. Exercises Field Operations Management and Test Control of all assigned DOD satellite systems launched from CCAFS, and of all integrated DOD cargo operations at KSC. Acts as primary launch base contact with satellite offices during the planning, integration and operations phases of each program. Determines the technical readiness of satellites, GSE, and related support facilities to enter prelaunch testing at CCAFS and KSC. Provides trained and certified satellite test controllers. Reviews and approves satellite field test operations, procedures, test documentation and schedules. Plans and budgets for the Shuttle Payload Integration Facility (SPIF), and manages the technical activities performed by the Shuttle Payload Operations Contractor (SPOC). Provides the AF Test Director for DOD STS launches. Manages Eastern Launch Site support to DOD STS acquisition and operations. DOD STS program representative at KSC. Provides support to VAFB shuttle facility and equipment design, activation, and operations. Performs technical surveillance of NASA STS ground operations and assesses NASA/KSC capability to support DOD STS missions. Manages development of implementation of security systems to protect classified data at KSC.

Space Launch Vehicle Systems Division. Exercises field test management, technical test direction, and control of all Titan III/34D and Inertial Upper Stage (IUS) Systems at CCAFS and KSC. Determines technical readiness of integrated launch vehicles, GSE, and support facilities for prelaunch testing and launch countdown. Integrates booster/IUS/satellite vehicle testing and schedules. Provides trained and certified Air Force test/launch controllers for prelaunch testing and launch countdown. Performs technical evaluation of the launch complex O&M support provided by ESMC and Range Contractors. Schedules and coordinates all Titan III/34D and IUS vehicle systems range and base support. Provides technical surveillance of NASA expendable boosters used to launch DOD payloads.

15 December 1984



* Waiver Authority: HQ USAF/SGHM Ltr, 21 Sep 79.

** Organization Deviation approved by: SCOMO (AFSC/MPM) Ltr, 3 Apr 70, Subj: Merger of Directorate of Bioastronautics with 6550th Hospital.

USAF HOSPITAL, PATRICK

COMMAND. Organizes, administers, and supervises the Base Medical facilities to provide medical treatment for authorized personnel. Provides aeromedical services, civilian employee health programs, back-up medical support for Eastern Space and Missile Center (ESMC) contractor medical department, aeromedical evacuation support for downrange stations and fixed hospital support of manned space flight launch operations. Serves as Quality Assurance Evaluator (OAE) for the Range contract and the Air Force portion of the joint NASA and Air Force medical contract for Kennedy Space Center (KSC) and Cape Canaveral Air Force Station (CCAFS). Acts as Assistant for Bioastronautics to the DOD Manager for Space Shuttle Support Operations (DDMS).

Personnel and Administrative Services. Provides military and civilian personnel services support to assigned members. Exercises command jurisdiction over active duty airmen, assigned and attached. Provides facilities training and administrative services for airmen. Maintains discipline and administrative control of all airmen assigned or attached to the Medical and Patient Squadron Sections. Provides Medical Readiness Training for all assigned military personnel. Provides administrative support to the Hospital Commander and Administrator. Maintains the medical library. Prepares the medical portion of Base plans, including emergency, war, defense, and disaster control plans.

Medical Resource Management. Consolidates all medical service funding matters. Provides financial information and guidance. Maintains liaison with Comptroller on all funding activities. Submits changes to Unit Manpower documents. Manages the Uniform Chart of Accounts (UCA) program.

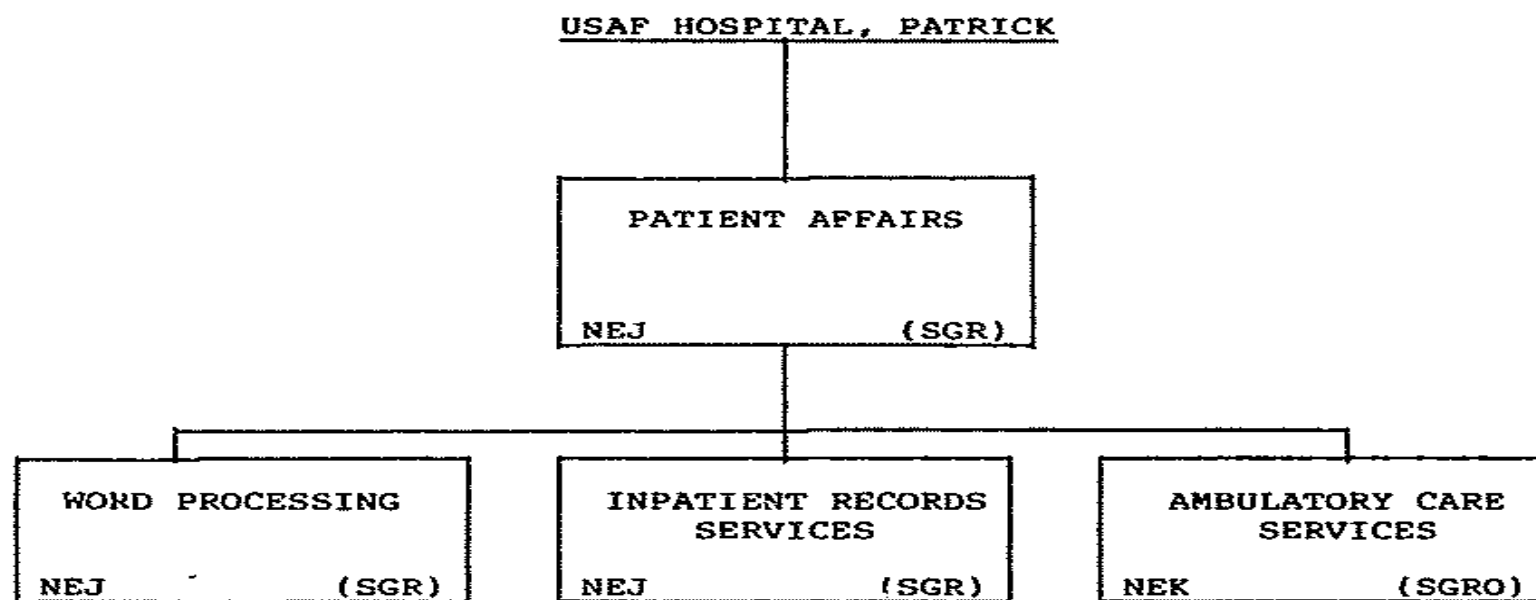
Dental Services. Responsible for the dental health of military personnel assigned or attached. Provides dental care to other authorized people within available resources, excluding prosthodontics. Supervises the dental laboratory.

Veterinary Services. Provides for inspection of all food products used on base. Insures sanitary condition of all food preparation and service facilities on base and in the area. Operates a small animal clinic. Provides professional assistance to the Special Operations Support Office (SGO).

15 December 1984

Special Operations. Administers for the Assistant for Bioastronautics (DDMS-M) those DOD medical resources required to support manned spaceflight operations. Assists the Quality Assurance Evaluator (QAE) for the Range contract and the Air Force portion of the Joint NASA/Air Force Medical Contract for KSC and CCAFS.

Nursing Services. Supervises nursing and subprofessional personnel assigned to subordinate activities. Provides for nursing care and treatment of all authorized patients.



PATIENT AFFAIRS OFFICE

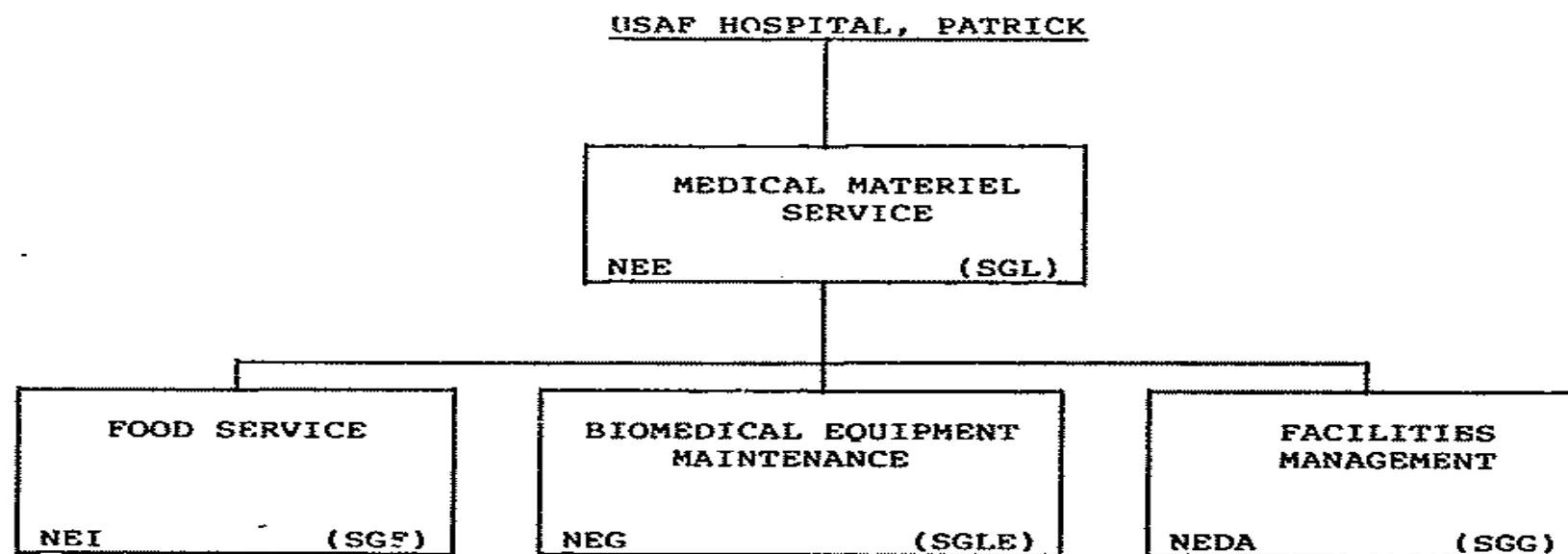
Insures that adequate Medical Records are prepared and maintained for all hospital patients. Supervises admission, disposition and transfer of patients and is responsible for administrative control of patients and beds. Performs aeromedical evacuation coordination. Operates the tumor registry, health benefits program and local civilian medical referrals.

Word Processing. Provides typing support to hospital activities.

Inpatient Records Services. Insures proper maintenance and storage of in-patient records.

Ambulatory Care Services. Insures that adequate medical records are prepared and stored in accordance with existing directives. Operates the reception/information desk and the centralized appointment system.

15 December 1984



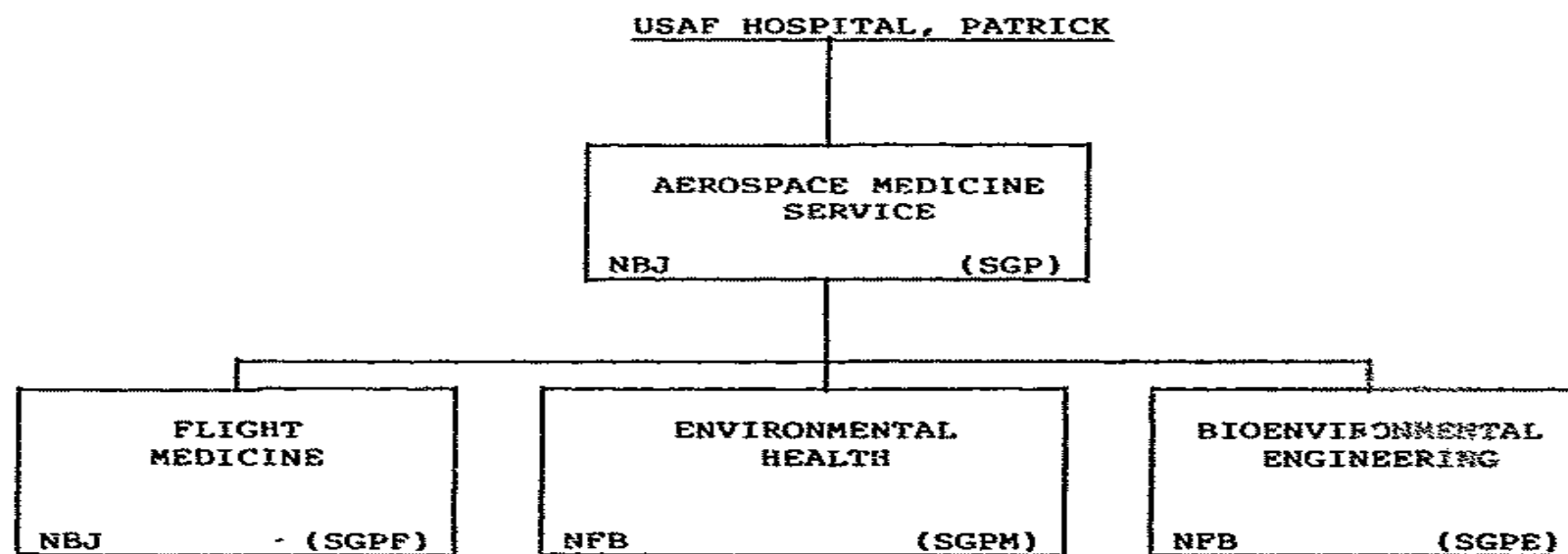
MEDICAL MATERIAL SERVICES

Procures, receives, distributes, maintains and stores medical and non-medical supplies and equipment. Controls supply levels and maintains stock record accounts and voucher files. Supervises the operation of Hospital Linen Control, Medical Equipment Maintenance, Food Service, and Facilities Management.

Biomedical Equipment Maintenance. Performs scheduled and unscheduled maintenance on assigned medical equipment.

Food Service. Operates medical food service facilities for patients and assigned personnel, providing menus and diets. Purchases, stores, prepares, and serves food. Acts as diet consultant to professional services for inpatient and outpatient dietetic care.

Facilities Management. Formulates technical plans, develops working details, and directs a program for the efficient operation, physical maintenance, repair and improvement of the medical and dental facilities. Provides for the maintenance of an orderly and clean facility.



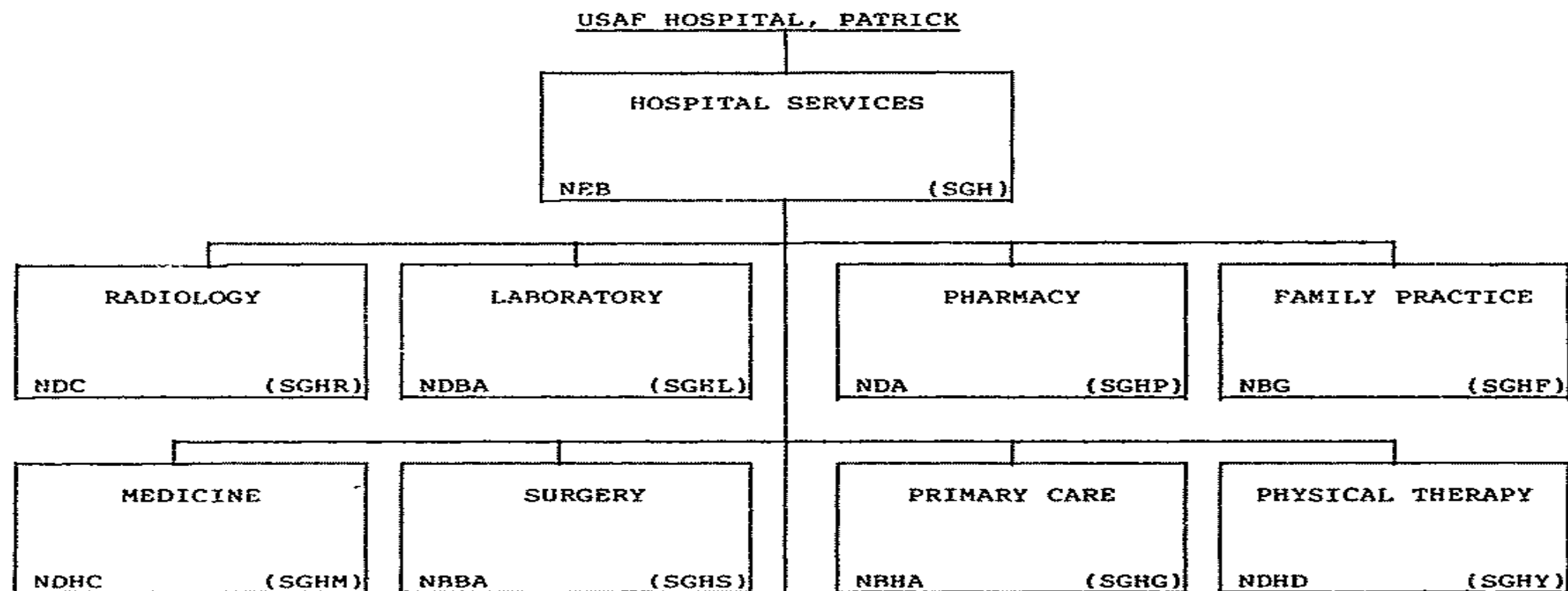
AEROSPACE MEDICINE SERVICE

Conducts all programs and activities related directly to the Aeromedical care, training, and indoctrination of flying personnel. Institutes and conducts programs to preserve and improve the health of all assigned personnel.

Flight Medicine. Performs physical examinations and provides medical training to flying personnel. Maintains health records of all rated and nonrated flying personnel. Performs medical evaluations of flying personnel. Provides routine, crash, emergency and flight line ambulance service.

Environmental Health. Integrates and supports all preventive and occupational medicine programs of the Air Force Medical Service and coordinates them with those other agencies and communities, i.e., county health department.

Bioenvironmental Engineering. Evaluates community and work environments and recommends controls to keep environmental and occupational stresses within acceptable limits for the maintenance and promotion of health and well being; maintains hygienic surveillance of potable water supplies and systems; and evaluates sanitation of operating activities and public facilities.



HOSPITAL SERVICES

Supervises and coordinates the activities of Medicine, Surgery, Laboratory, Pharmacy, Radiology, General Therapy Clinic, and Family Practice Clinic. Directs the development of on-the-job training for assigned personnel.

Radiology. Provides professional diagnostic assistance through the use of x-ray facilities.

Laboratory. Operates the hospital laboratory. Provides clinical laboratory procedures in hematology, pathology, bacteriology, serology, bio-chemistry, blood bank, and grouping and bacteriological analysis of food and water.

Pharmacy. Stores, manufactures, compounds, and dispenses pharmaceuticals. Maintains records of stored and dispensed medicines, alcohol, narcotics, and biologicals.

Family Practice. Provides evaluative, diagnostic, and treatment services for the entire family unit.

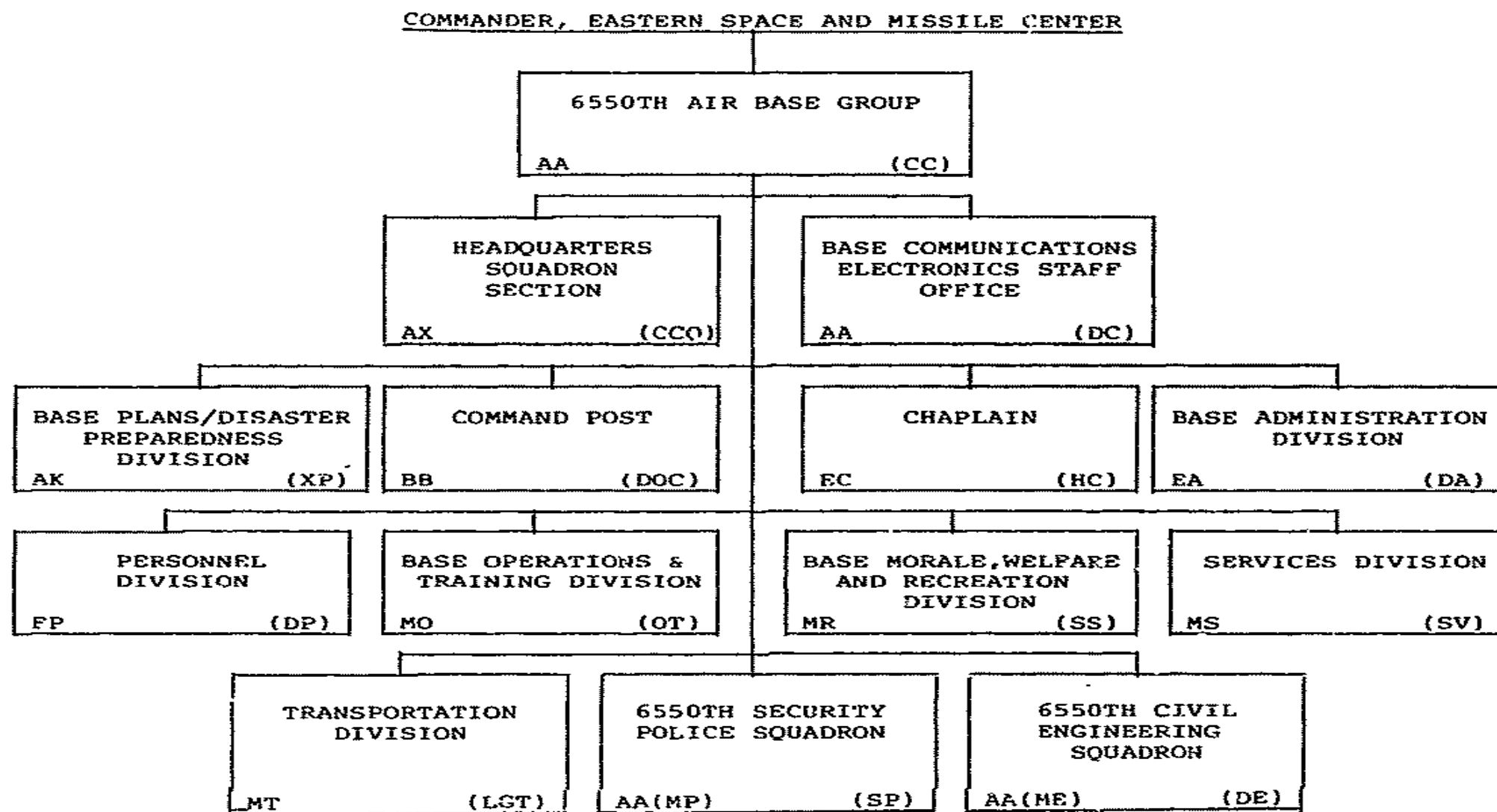
Medicine. Supervises the operation of all assigned work centers. Provides diagnostic treatment for all pediatric patients assigned or referred. Provides diagnostic treatment for mental health patients assigned or referred. Provides internal medicine diagnostic and therapeutic care for military personnel and dependents. Provides allergy/immunology services for military personnel, dependents, and other authorized personnel. Provides diagnostic and therapeutic care for all authorized surgical patients. Provides gynecology and podiatry services. Provides all required anesthesiology services required in support of surgery patients.

Surgery. Provides the staff and facilities to operate and maintain the surgical suite. Furnishes technical observation of patients while in the Recovery Room. Furnishes sterile supplies, instruments, and equipment used in hospital activities. Provides care and treatment of all patients admitted to the Medical and Surgical Ward. Provides close observation rooms for complicated post-operative and seriously ill patients.

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Primary Care Clinic. Supervises and coordinates the activities of the Primary Care Clinic and Emergency Room Clinic. Provides general diagnostic and therapeutic care and treatment for retired military and their dependents. Provides facilities for treatment of on-the-job injuries and illnesses for civilian employees. Operates and maintains facilities and equipment and provides emergency medical care and treatment. Provides examination and treatment of authorized optometry patients. Orders and dispenses military eyewear. Dispenses prescriptions for civilian eyewear.

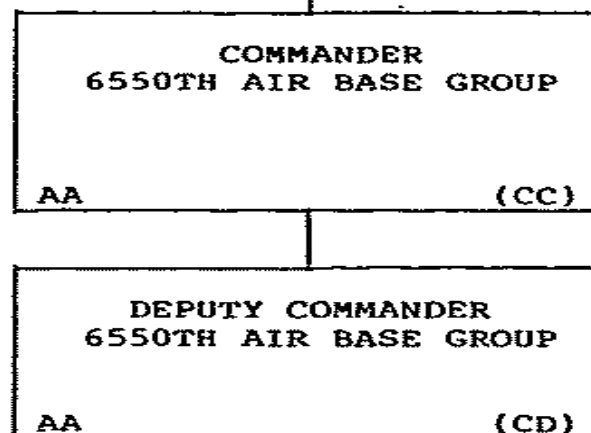
Physical Therapy. Provides physical therapy services to authorized patients.



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47-1

15 December 1984

COMMANDER, EASTERN SPACE AND MISSILE CENTER

6550TH AIR BASE GROUP

COMMANDER

Exercises command jurisdiction over assigned units in accordance with prescribed policies and procedures. Responsible for the fulfillment of the assigned mission. Responsible for the administration, housing, discipline, and welfare of assigned personnel.

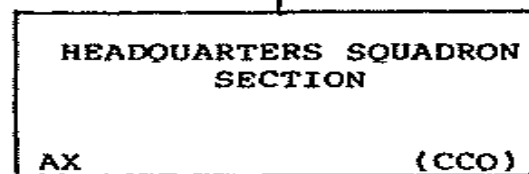
DEPUTY COMMANDER

Assists the commander in the performance of his duties. Assumes command during the commander's absence. Supervises and coordinates the activities of the headquarters.

47-4

15 December 1984

COMMANDER, 6550TH AIR BASE GROUP



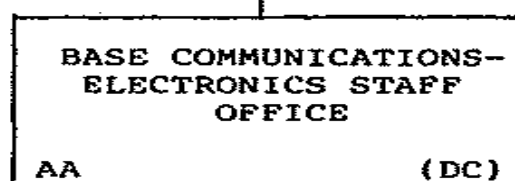
HEADQUARTERS SQUADRON SECTION

Responsible for providing administrative support including discipline, morale, welfare for all assigned or attached enlisted personnel. Responsible for providing administrative support, except for disciplinary action under Uniform Code of Military Justice, for all attached officer personnel. Responsible for providing administrative support including orientation, housing, transportation and liaison with foreign embassy personnel, for all attached foreign military training.

47-6

15 December 1984

COMMANDER, 6550TH AIR BASE GROUP



BASE COMMUNICATIONS-ELECTRONICS STAFF OFFICE

Advises Commander on matters pertaining to operation and status of communications and air traffic control services. Provides planning and programming guidance and control to meet communications-electronics-meteorological equipment needs. Responsible for the Commander's budget estimates and financial plans for costs of the C-E-M facilities and services under his operational control.

47-8

15 December 1984

COMMANDER, 6550TH AIR BASE GROUP

BASE PLANS/DISASTER
PREPAREDNESS DIVISION

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(XP)

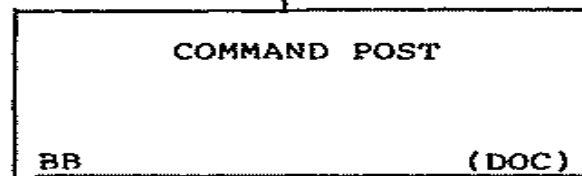
BASE PLANS/DISASTER PREPAREDNESS DIVISION

Responsible for the preparation and publication of plans associated with 6550 ABG Mobility Plan contingency support operations, and Base Disaster Preparedness. Serves as the focal point for all contingency planning requests from other agencies. Maintains the directory of all current operation plans. Maintains current roster of all War Mobilizations and the ABG Response Force. Provides liaison with Civil Defense officials. OPR for developing and coordinating responses related to special operational and classified contingency plans. Responsible for surveillance of Disaster Preparedness programs at CCAFS and Downrange Stations.

47-10

15 December 1984

COMMANDER, 6550TH AIR BASE GROUP



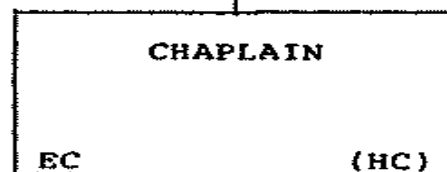
COMMAND POST

Provides the means for the commanders to exercise the command and control of assigned personnel and equipment. Serves as the nerve center from which commanders supervise the readiness and control of peacetime operations of their units.

47-12

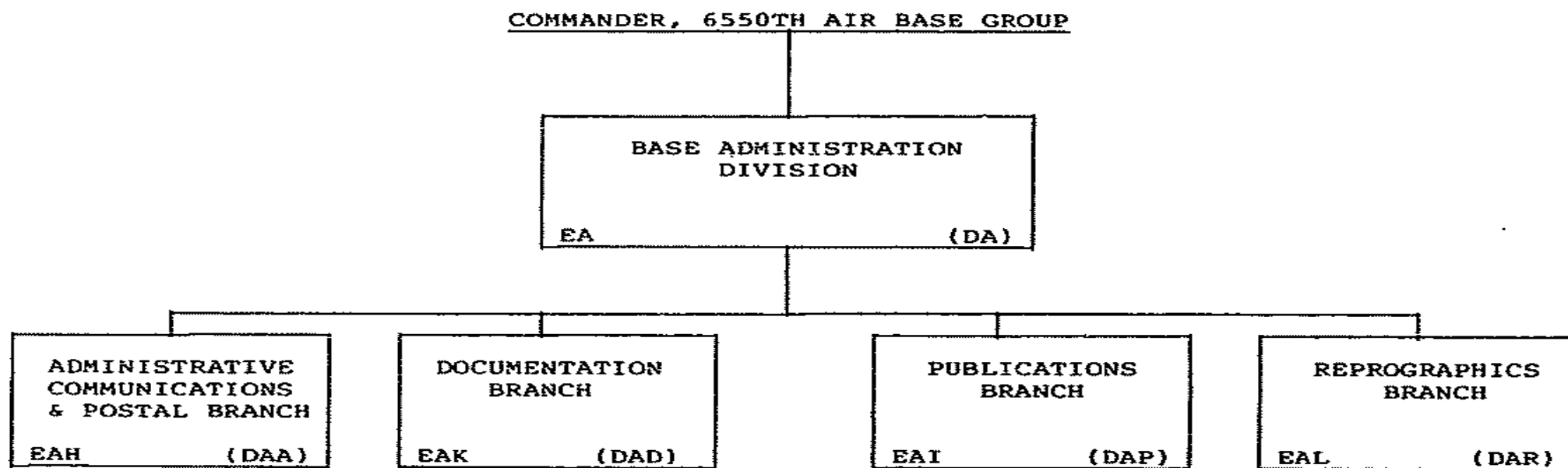
15 December 1984

COMMANDER, 6550TH AIR BASE GROUP



CHAPLAIN

Assists and advises Base Commander on religious and morale matters. Conducts religious services and moral and religious education. Provides counseling and guidance services. Coordinates and conducts pastoral activities, humanitarian projects, related cultural activities, and public relations.



BASE ADMINISTRATION DIVISION

Develops and administers procedures, practices, and policies pertaining to correspondence, messages, classified document control, censorship documentation management, postal service, publications, forms management, reproduction, editing, promulgating directives, administrative security, and the Administrative Systems Program (Word Processing). Maintains and operates the publications reference library services. Publishes ESMC and Base publications and indices. Maintains and administers the Base details schedule.

Administrative Communications & Postal Branch. Establishes and implements administrative policies for the Base Administrative Communications Program and Base Information Transfer Center. Maintains a Base locator file. Manages the Air Force Writing Program, Office Symbol Program, and Classified Destruction Equipment. Control point for Armed Forces Courier Material. Provides referral service for official communications. Controls code words and nicknames. Controls the Base Postal Metering, United Parcel Service (UPS), and FED Metering Services. Operates the Base Postal Service Center. Authenticates and processes Administrative Orders.

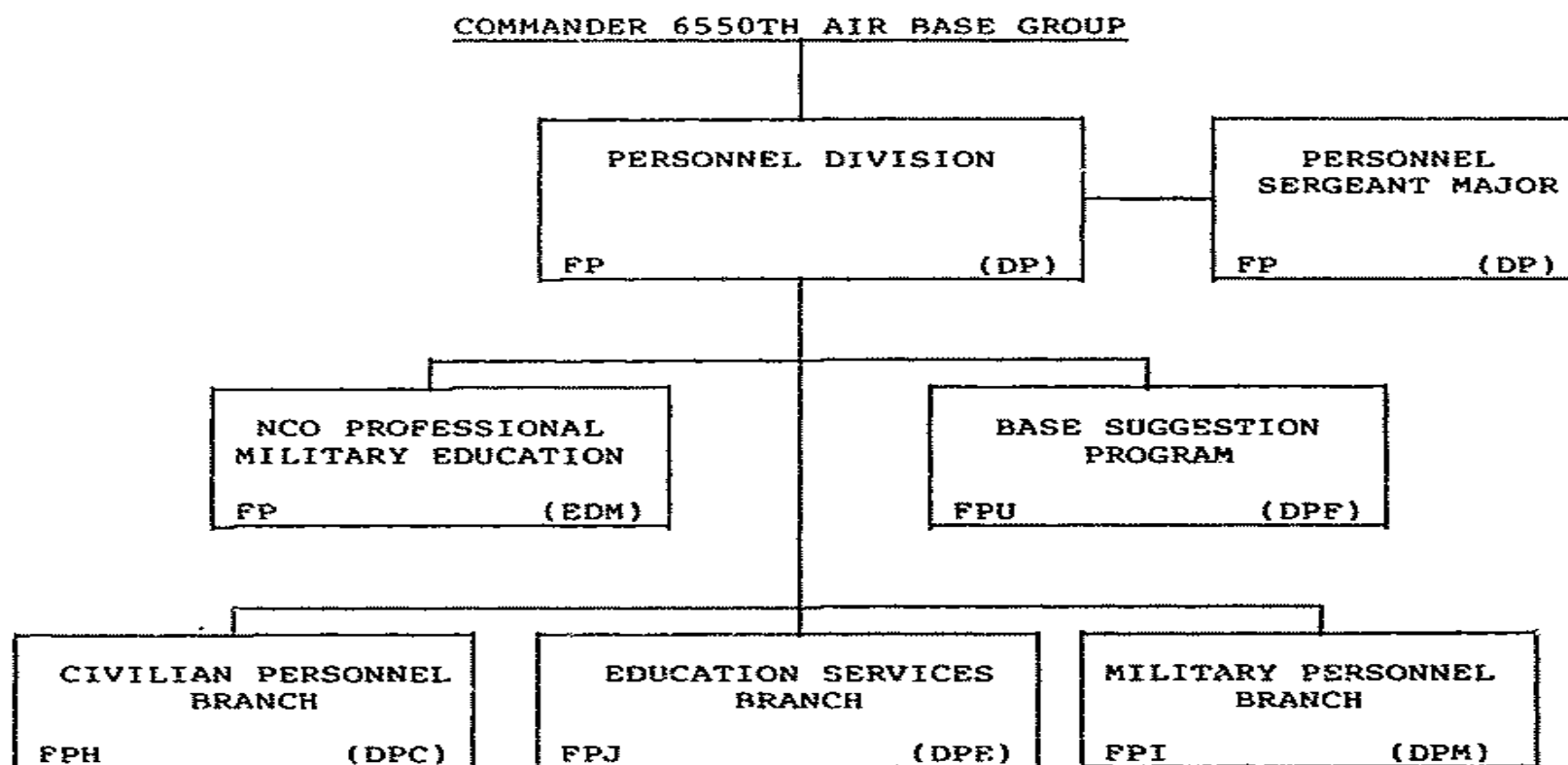
Documentation Branch. Implements AF/MAJCOM policies, and establishes local procedures relating to Documentation Management Program. Provides guidance on acquisition and use of document storage and retrieval systems. Performs annual evaluations and provides guidance and assistance to Functional Area Documentation Managers. Conducts AF Documentation Management Orientation Program. Approval authority for microform, microfiche viewers and standard filing equipment. Operates documentation staging area. Operates engineering data service center. Administers Privacy and Freedom of Information Act Programs.

Publications Branch. Establishes, implements policy, practices, evaluates new technology and techniques for overall operation and administration of Publications systems, conducts training and staff visits. Forms Management, Publications Management, Publications/Forms Distribution Management, technical orders, and USAF and DOD Federal Supply Catalogs. Operates the Master Publications Library. Writes official Base Bulletin and Publishing Bulletins, 0-2 and 0-9 Indexes.

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Reprographics Branch. Manages the operation of the Field Printing Plant. Provides printing services to include offset photography, platemaking, bindery, duplicating and copying. Manages and controls microform production, operations and acquisition of micrographic reproduction equipment. Responsible for the development, study acquisition and management of Administrative Systems Program Management. Develops specifications and administers the Federal Printing Program. Plans, programs, and budgets for printing, copying, micro-publishing, and Administrative Systems Services. Controls authorization and use of office copying equipment.



PERSONNEL DIVISION

Advises and represents the Commander, Eastern Space and Missile Center (ESMC), and the Commander, Patrick Air Force Base, on military and civilian personnel matters. Manages and operates Military Personnel, Civilian Personnel, Noncommissioned Officer Professional Military Education, off-duty Education Services, and Base Suggestion programs. Advises and assists tenant commanders on personnel matters. Coordinates NASA, Army, and Navy personnel matters.

NCO Professional Military Education. Presents training and provides certification of the NCO Orientation Course (a program designed to familiarize newly promoted E-4/senior airmen with the duties and responsibilities of NCOs) and the USAF Supervisors' Course (a program designed to prepare NCOs and civilian employees to perform effectively in their first supervisory positions).

Civilian Personnel Branch. Directs the total Civilian Personnel Program which entails the acquisition, retention, motivation, training, and use of the civilian work force and associated resources, appropriated and nonappropriated (NAF) fund for serviced organizations. Provides advice and guidance to commanders and other managers in the decisionmaking process for mission accomplishment. Represents base management in relations with activities external to Air Force. Directs and controls CCPO activities in accordance with controlling directives. Develops and administers an installation civilian resources management program including salary management and civilian man-year cost management program.

Staffing Section. Responsible for internal and external recruitment and change-to-lower grade movements. Solicits, evaluates, and ranks applicants before referral. Administers special placement programs. Administers reduction-in-force. Administers Overseas Employment Program and Central Skills Bank. Makes pay determinations including grade and pay retention. Processes personnel actions and maintains Official Personnel Folders. Responsible for non-appropriated fund activities.

Classification Section. Analyzes, describes, and applies classification surveys, desk audits; reviews organizational and functional data and prepares evaluation statement. Processes classification appeals. Maintains position record. Provides advice on classification and pay systems. Provides position structuring advice. Administers the Environmental Differential Pay Program. Conducts Locality Wage Surveys. Applies Fair Labor Standards Act provisions. Structures positions in support of EEO and career programs. Participates in planning and implementing career management programs.

Data Management and Support Section. Responsible for monitoring the quality of computer PDS files, analyzing input/output products to evaluate data flow and reporting integrity, conducting in-house training program and maintaining liaison with supporting data automation activities. Responsible for overall administration management of a CCPO. Includes control and distribution of correspondence, maintenance of publications and certain clerical services for the CCPO.

Employee Development and Training Section. Plans, organizes, and promotes a continuous development and training program for civilian employees for all activities serviced with emphasis on cost-effective local training. Provides for Executive Development and Mid-manager Training. Responsible for overall management of AF/DOD Civilian Career Programs and the Co-operative Education Program. Budgets for, obtains, and allocates training quotas.

Equal Employment Opportunity Section. Responsible for developing, implementing and administering an EEO/Affirmative Action Program - including responsibility for Federal Women's, Hispanic and Black Employment Programs.

Personnel Management Section. Provides advice to management on personnel management functions. Assists management and employees in discipline, conducts performance, adverse actions, appeals, and grievance cases. Provides advice on benefits and services. Provides advice and assistance on leave administration, retirement, and on-the-job injuries/occupational illnesses. Administers the Civilian Performance Awards Program and Civilian Drug and Alcohol Abuse Prevention and Control Program. Responsible to management for formal labor-management relations.

Military Personnel Branch. Directs and operates the Consolidated Base Personnel Office. Develops and administers military personnel programs. Services tenant units as provided in joint tenancy agreements.

Administration Section. Responsible for CBPO administration functions; includes receipt, review for accuracy, and distribution of all incoming and outgoing classified and unclassified CBPO correspondence and publications. Is OPR for CBPO security program and submission of CBPO history.

Base Career Advisory Unit. Responsible for career information and counseling, selective reenlistment, CAREERS, setting up a sound retention program. Trains, monitors, and helps Unit Career Advisors on their duties and responsibilities. Refers airmen with special problems to a professional. Briefs on retention program entitlement and benefits. Evaluates recommendations and suggestions with a retention impact. Provide advice on appropriate ANG and USAFR programs. Counsel personnel identified under the Career Job Finder System.

Quality Force Section. Responsible for effectiveness/performance reports, administers quality control programs, performs reenlistment and separation actions, administers career information and selective reenlistment programs. Is responsible for promotion and testing programs.

Effectiveness/Performance Reports Unit. Controls suspense and submission of effectiveness/performance reports. Reviews reports for adequacy and qualitative standards and assists responsible personnel in the technical procedures in preparation of these reports.

Special Actions Unit. Initiates and/or processes correspondence pertaining to appointment of officers in the USAF or Reserve AF, appointment and vacation of NCO status, Article 15s, continuation pay, control roster actions, debt complaints, dishonored checks, delayed reenlistment program, dependent support, extensions of enlistment, High Year of Tenure program, Indefinite Reserve Status, line-of-duty determinations, paternity claims, reenlistments, special badges, specified period-of-time contracts, statements of service, surveys, and variable incentive pay for Medical Corps officers. Monitors weight program, schedules and conducts TRAC briefings, maintains Unfavorable Information Files.

15 December 1984

Promotions and Testing Unit. Responsible for the maintenance of the airmen and officer promotion program and the Air Force testing program. Administers the Air Force Military personnel testing programs. Requisitions and controls all test materials. Provides counseling to airman and guidance to unit commanders.

Separations Unit. Monitors, prepares, and processes officer and airmen administrative-type discharges, requests for separation, and resignations. Processes all separations not involving reenlistment and all retirements.

Personnel Utilization Section. Controls, accounts for, and distributes personnel resources. Administers the Classification and Training program. Responsible for properly classifying and utilizing assigned personnel. Responsible for processing and movement actions for all military personnel serviced. Responsible for all personnel mobility/contingency exercises or rotation matters and actions involving strength accounting. Administers the Individualized Newcomer Treatment and Orientation (INTRO) program. Processes requests for official passports and visas.

Manning Control Unit. Prepares and/or processes personnel actions for initial duty assignments, intra-base assignments, and duty AFSC changes. Responsible for the maintenance of manning rosters to effectively manage assigned and projected assigned personnel. Initiates and/or processes requests for manning assistance. Monitors the personnel reliability programs.

Outbound Assignments Unit. Responsible for all actions relating to assignment relocation, assignment notification, requests for deferment, assignment acknowledgement, concurrent travel requests. Initiates and processes applications for specialized assignments. Screens and selects personnel for specialized assignments. Assigns, changes, and coordinates on assignment availability dates. Maintains clearance records for all personnel who have departed PCS or TDY. Acts as OPR for the sponsor program for outgoing personnel.

Personnel Readiness Center. Responsible for military personnel strength accounting. Responsible for all personnel mobility/contingency exercises or rotation matters and actions involving strength accounting. Prepares and processes DD Form 553, Absentee Wanted by the Armed Forces, and DD Form 616, Report of Return of Absentee Wanted by the Armed Forces. Prepares AF Form 2098, Duty Status Change, to announce adjustments of service dates based on time lost. Prepares and maintains record of previous convictions and time lost.

Classification and Training Unit. Responsible for processing applications for resident and nonresident formal training. Administers the officer Professional Military Education program. Controls the operation of classification boards at base level. Conducts the annual officer/airmen classification interview. Processes and/or coordinates all classification/personnel actions that award, change, or withdraw awarded AFSCs and special experience identifiers. Administers the proficiency pay program. Administers WARSKIL program.

On-The-Job Training Unit. Insures that all eligible/ineligible airmen are entered into or removed from training as appropriate. Visits each on-base unit at least annually to evaluate the administration and effectiveness of the unit OJT programs. Conducts monthly meetings with on-base squadron OJT administrators. Coordinates on all classification/personnel actions that award, change, or withdraw awarded AFSCs and special experience identifiers. Responsible for the proper base management of WAPS study materials. Administers CDC end-of-course tests.

Customer Assistance Section. Serves as the initial point of contact between the customer and personnel. Administers casualty services and military and personal affairs programs. Maintains unit personnel records for all supported military personnel.

Customer Service Unit. Provides the single point for obtaining information and serves as the initial point of contact between the customer and the CBPO. Receives and responds to telephonic, written or personal inquiries concerning any aspect of the military personnel programs. Updates computer files. Provides counseling on a variety of personnel programs. Refers unusual or complicated actions to the responsible CBPO work center. OPR for military and dependent ID card applications and for DEERS enrollment.

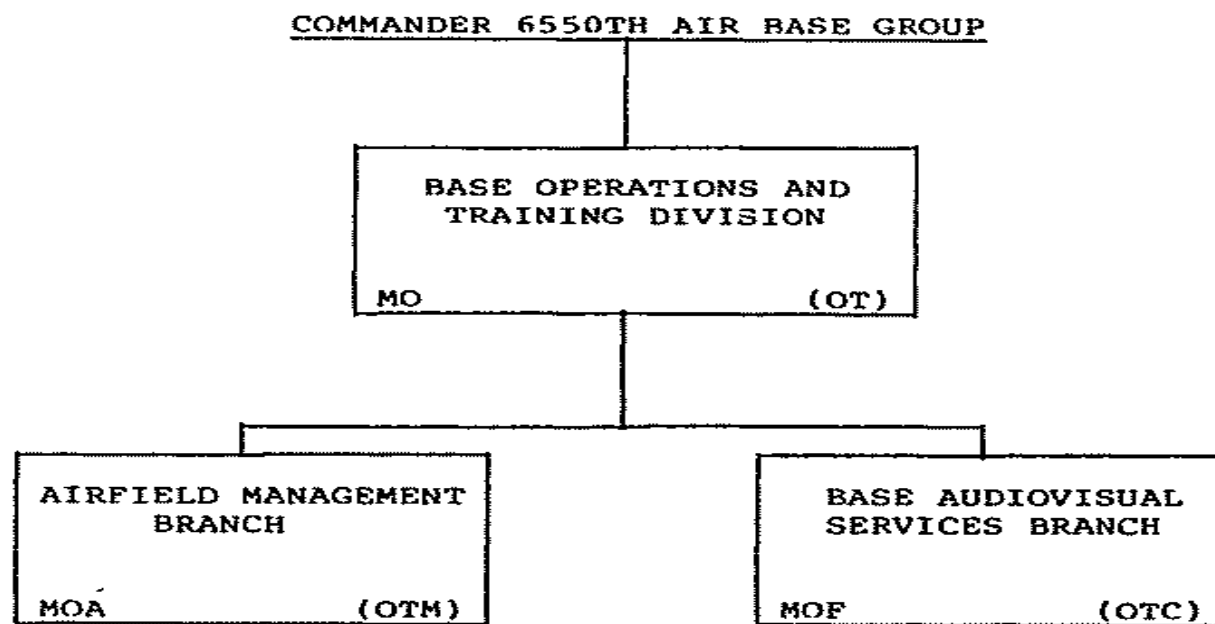
Records Unit. Maintains the Unit Personnel Records Group for all CBPO services personnel. Conducts incoming and event centered personnel records review. Records identifiable data changes on RIPS and APDS. Updates academic education changes in computer file. Controls, suspenses, and updates immunization/physical/dental changes. Notifies, suspenses and updates computer files for official photographs. Controls access to and release of information from personnel records. Files all source documents received from OPRs within CBPO as a repository document for APDS. Processes all requests for investigation/clearance/unescorted entry.

Personal Affairs Unit. Responsible for providing Personal Affairs programs and services for active duty and retired personnel. Includes Family Services, Air Force Aid, awards and decorations program, casualty notification and assistance to the NOK, KIA programs, assistance/counseling on insurance, Survivor Benefit Plan, FHA/VA Home Loans, counseling all military personnel nearing retirement on benefits and privileges. Conducts group counseling on VA benefits. Prepares applications for ID cards and Record of Emergency Data. OPR for publicizing control of commercial solicitation, wearing of the uniform and organizational emblems.

Personnel Systems Management Section. Advises the CBPO Chief on Advanced Personnel Data System technical matters. Acts as technical advisor to other CBPO work units on matters pertaining to management and analysis of computerized personnel data. Monitors data input and output products to evaluate data flow and reporting integrity. Researches reject, reconciliation lists and advises the appropriate work center to initiate corrective action. Provides assistance in preparing deferred inquiries. Provides unique system training as needed. Coordinates computer time requirements with Data Automation.

Education Services Branch. Provides educational guidance, counseling, and related services to authorized military personnel. Develops educational and training programs in support of the organizational mission. Provides for and administers the Air Force Systems Command education and training, special short courses, and command short-course training program. Supports AFSC Video Education Program.

Base Suggestion Program. Responsible for management and operation of the Air Force Suggestion Program at Patrick. Processes suggestions for evaluation and tracks throughout the evaluation process through a network of base-wide organizational suggestion monitors. Provides inputs to the Suggestion Program Data System (SPDS). Processes award actions, conducts publicity/promotion program, maintains statistical data and prepares reports. Establishes a Suggestion Awards Committee and provides assistance to suggesters and evaluators.



BASE OPERATIONS AND TRAINING DIVISION

Responsible for Airfield Management, Host Base Flight Management Office, Host Operations Systems Management Office, and Base Audiovisual Services.

Airfield Management Branch. Operates and manages the airdrome. Provides aircraft dispatch, aircrew convenience and flight planning facilities. Orders and distributes aeronautical charts, flight information publications and other cartographic materials required by Base and Tenant activities. Performs all operations functions as outlined in AFR 55-48. Maintains individual Flight Record folders, provides data for the Flight Management Data System (FMDS) and the Base Level Personnel System (BLPS).

Base Audiovisual Services Branch. Provides still photographic coverage for Base and tenant units. Custodian of all photographic equipment. Provides a film library service. Custodian for and performs minor maintenance on all audiovisual equipment required for support of all Base activities. Provides Graphics support to Base and tenant units.

Military Uses of Space: 1946-1991

Published by:

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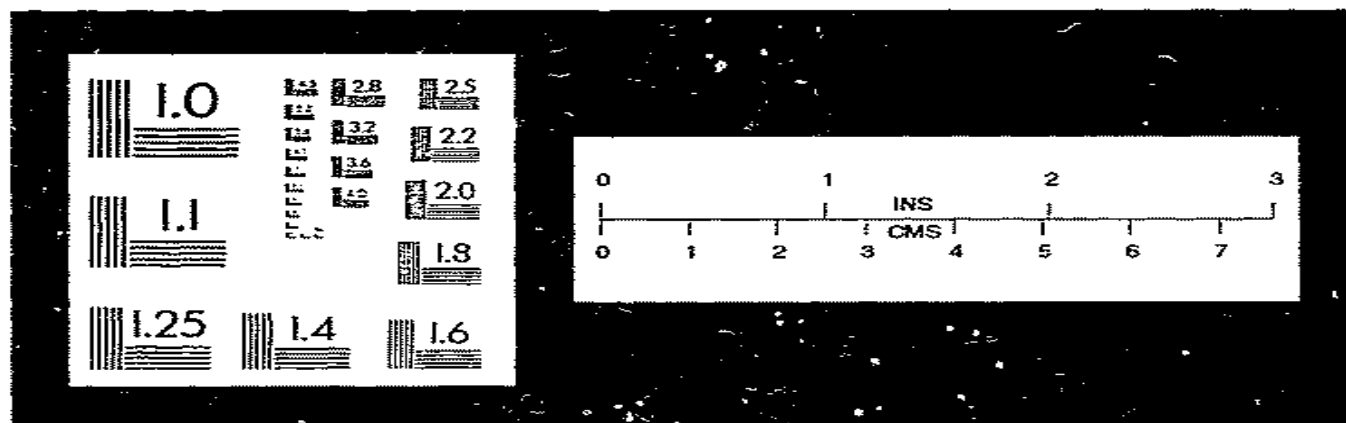
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COMMANDER, 6550TH AIR BASE GROUPBASE MORALE, WELFARE,
AND RECREATION
DIVISION

MR

(SS)

NONAPPROPRIATED FUNDS
FINANCIAL MANAGEMENT
BRANCH

MRA

(SSF)

MORALE, WELFARE, AND
RECREATION SUPPLY
BRANCH

MRF

(SSS)

RECREATION SERVICES
BRANCH

MRB

(SSR)

LIBRARY

MRE

(SSL)

OFFICERS' OPEN
MESS

MRC

(SSC)

NCO OPEN MESS

MRD

(SSE)

BASE MORALE, WELFARE, AND RECREATION DIVISION

Administers the Base Morale, Welfare, and Recreation program which includes financial and operational management of nonappropriated funds, supply support to morale, welfare and recreation activities, library services, recreation programs, open messes and membership, Yacht Club, Aero Club, and private organization/nonappropriated fund instrumentalities (NAFI).

Nonappropriated Funds Financial Management Branch. Responsible for the financial management of all nonappropriated fund accounts (except Chaplain's Funds). Receives, disburses, and accounts for nonappropriated funds. Provides budget guidance to nonappropriated funds activities.

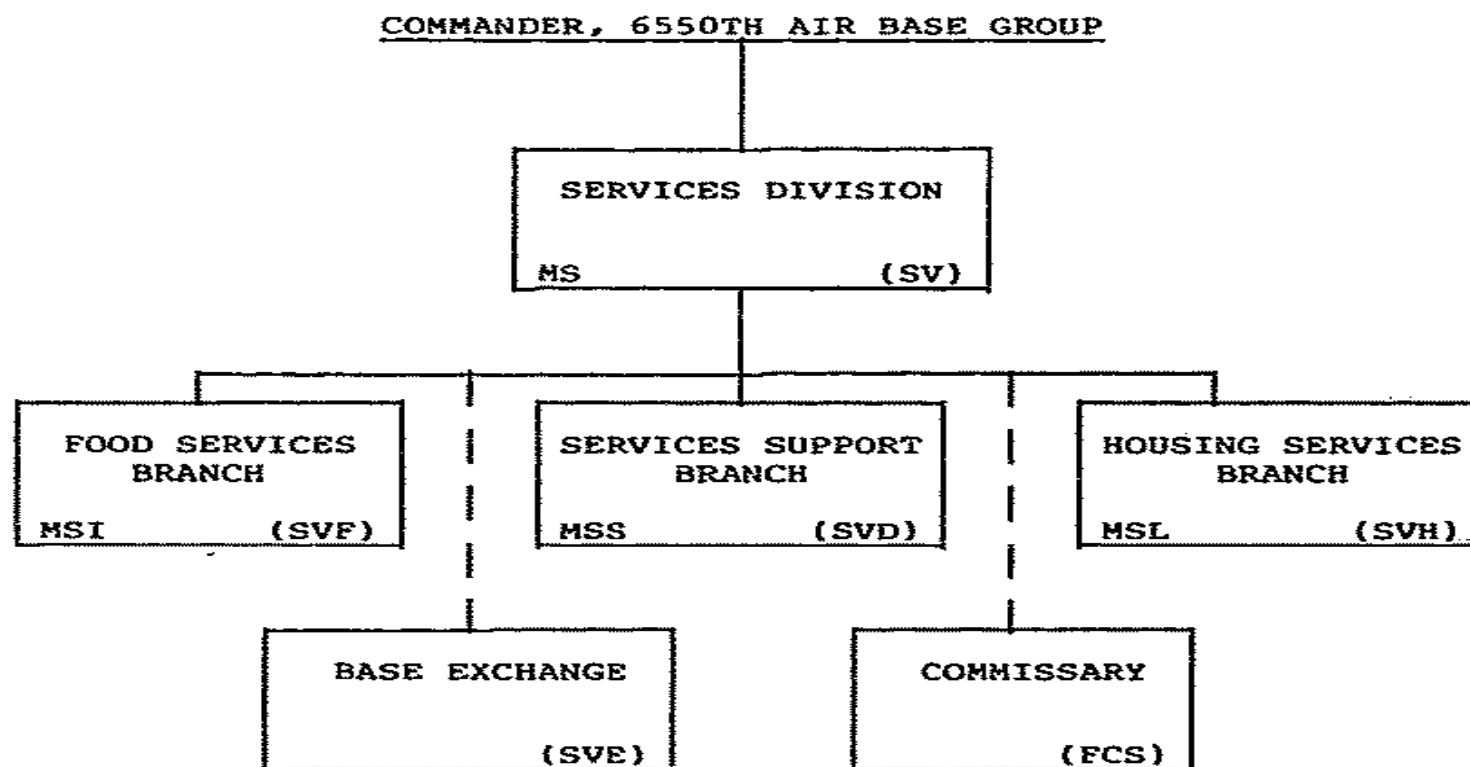
Morale, Welfare, and Recreation Supply Branch. Responsible for accountability to receipt and issue of military welfare and appropriated fund property. Acquires and issues recreation equipment and supplies.

Recreation Services Branch. Provides recreation programs which include sports, recreation center crafts, hobbies, golf course, bowling, boating, youth activities, child care center, and other recreational activities.

Library Services Branch. Provides Base library services.

Officers' Open Mess. Provides messing and recreational services for members, their dependents and guests.

NCO Open Mess. Provides messing and recreational services for members, their dependents and guests.



SERVICES DIVISION

The Services Division is responsible for management staff supervision of Food Services, Billeting, and Services Support. Establishes dormitory space allocations as the Furnishing Management Office, requisitions, allocates, and maintains records on all dormitory furnishings for all base and tenant units occupying dormitory space. Responsible for the administration and operation of all activities related to the Mortuary Affairs Program.

*(Serves as liaison between the Base Exchange (AAPES) and Commissary (AFCOMS) for Group Commander)

Food Services Branch: Serves as Technical Representative of the Contracting Officer (TRCO) for operation of the Food Services through a contractor on requisitioning, storing, preparing, serving, and accounting for subsistence in Field Ration Dining Facilities and In-Flight Kitchen at Patrick Air Force Base. Responsible for budgeting and procuring all equipment and supplies except those items required for cleaning purposes. Responsible for depositing all collected funds to Accounting and Finance.

Housing Services Branch. Responsible for operation and administration of the Bachelor Officers' Quarters, Visiting Officers' Quarters, Distinguished Visitors Quarters, and Transient Airman Quarters. Maintains accountability for utilization of assigned billeting space for organizations permanently located on Patrick Air Force Base. Responsible for maintaining billets for officers and airmen attending the Equal Opportunity Management Institute. Responsible for maintaining billets for transient officers participating in OV-10 training with the 549TASTS.

Central Dorm Management Section. Makes room assignments, and advises occupants of dorm standards. Issues keys and linens. Terminates room assignments when necessary and inspects the room for cleanliness, damage and missing property. Oversees and briefs people detailed to the dorms for common use and exterior cleanups and self-help projects. Performs building manager duties. Serves as energy conservation monitor. Develops budget estimates for funds and supplies. Determines requirements for dorm equipment and furniture. Maintains dorm bulletin boards; and manages supplies.

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Services Support Branch: Receives, stores, and exchanges linen and bedding and individual equipment and clothing items. Prepares and administers laundry contracts for processing linen items. Stores, issues and warehouses authorized furniture, furnishings, and expendable supplies for Bachelor Quarters. Prepares requests for repair of damaged/deteriorated furniture and furnishings. Maintains and stores Mortuary Affairs Search and Recovery Kits. Conducts periodic inventories of furniture and furnishings in Bachelor Quarters. Maintains accountability records for issued items pertaining to Family Housing Furniture.

COMMANDER, 6550TH AIR BASE GROUPTRANSPORTATION
DIVISION

MT

(LGT)

AIR TERMINAL
BRANCH

MTG

(LGTA)

VEHICLE OPERATIONS
BRANCH

MTH

(LGTO)

VEHICLE MAINTENANCE
BRANCH

MTI

(LGTV)

TRAFFIC MANAGEMENT
BRANCH

MTJ

(LGTT)

TRANSPORTATION DIVISION

Provides transportation management and traffic services attendant to the most economical and efficient movement of personnel and material by all modes of transportation.

Air Terminal Branch. Prepares all MAC ASIF and nonASIF manifests, submits daily ASIF listing and back-up documents to HQ MAC. Processes passengers and baggage for all flights. Unloads and processes all air cargo. Provides limited fleet service. Performs anti-hijack inspection of all passengers. Processes lost and found baggage. Prepares customs clearances for cargo entering CONUS from foreign ports. Preplans load and schedules cargo/mail for airlift. Operates computer terminal for receipt and transmission of LOGAIR information.

Vehicle Operations Branch. Provides transportation for authorized organizations, agencies, and persons as required or on a scheduled basis. Operates vehicle in response to approved transportation requests. Insures that the motor vehicle fleet is operational. Reviews the training program for each unit that operates vehicles. Administers licensing of government vehicle operators assigned to base, tenant activities, and contractors using base assigned vehicles. Investigates and prepares reports on all vehicle accidents, incidents, and abuses. Coordinates with state traffic and safety officials on highway accessibility and usage.

Vehicle Maintenance Branch. Manages the Vehicle Maintenance functions as prescribed in Volume II, AFM 77-310. Responsible for maintenance of portable power production equipment.

Refueling Maintenance Section. Performs inspection, tear down, and buildup of components of all types of refueling vehicles in accordance with AFM 77-310.

Maintenance Control Section. Schedules and controls assigned vehicles/equipment for scheduled and unscheduled shop maintenance. Focal point for Vehicle Integration Management System (VIMS). Collects and performs analysis on Vehicle Historical Data. Directs the Vehicle Manhour Accounting System. Responsible for Maintenance and Operation Vehicle Management.

Material Control Section. Requisitions parts, supplies and shop equipment. Administers Contract and Depot and Warranty Maintenance programs. Operates tool cribs.

Special Purpose Maintenance Section. Performs inspection, tear down, and buildup of components of special purpose vehicles, material handling, base maintenance, and power production equipment. Repairs gasoline engine-driven grass cutting equipment.

General Purpose Maintenance Section. Performs inspection, tear down, and buildup of components of general purpose vehicles.

Allied Trades Section. Inspects and repairs vehicle bodies, frames, and upholstery, replaces glass and paints entire vehicle or parts of vehicles, disassembles, repairs, and rebuilds radiators and exhaust systems. Provides machinist support in the fabrication, repair, and rebuild of all types of vehicle parts.

Diagnostic Section. Performs diagnostic maintenance using test equipment. Performs minor maintenance.

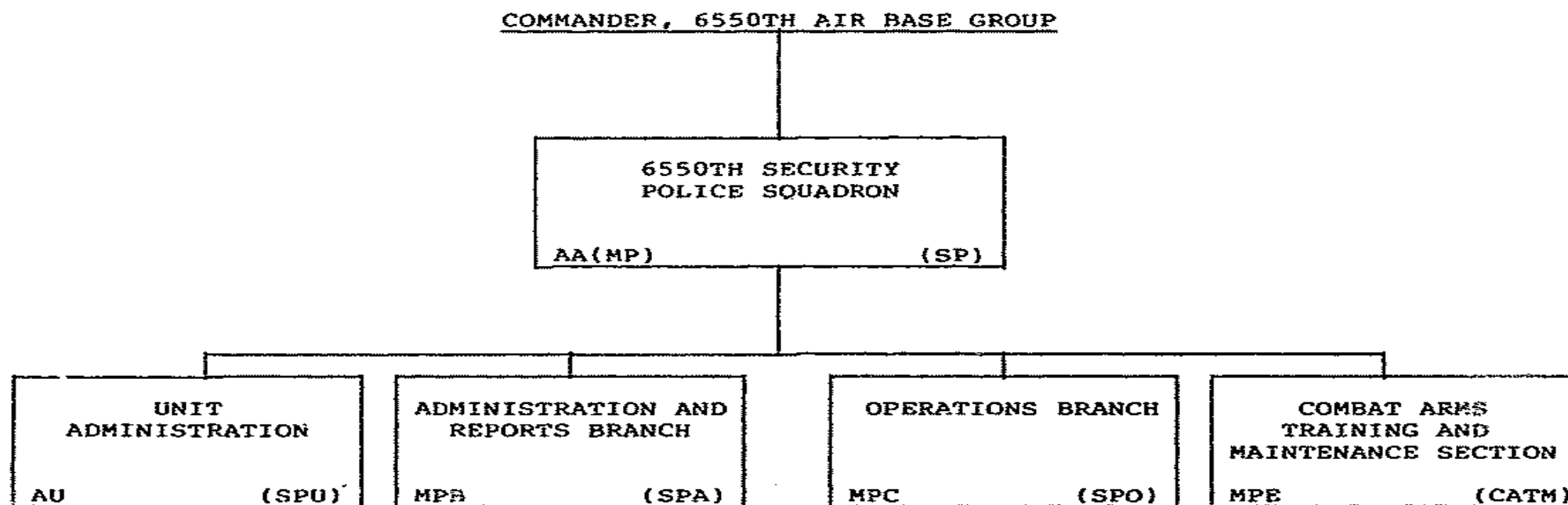
Traffic Management Branch. Provides transportation support to all shippers. Provides for Traffic Management services including movement of personnel and material by all modes of transportation to insure compliance with AFSC Transportability Program. Coordinates all airlift requirements between Patrick AFB, downrange stations and CONUS. Prepares required Wing, AFSC, AFLC, MAC and miscellaneous reports and forecasts.

Freight Traffic Section. Ships material via commercial carriers to all points in the ZI and overseas destinations. Provides technical services to Base Contract Branch and all tenants including contract shippers. Issues government bills of lading; when required converts commercial carrier billing to GBL. Processes documents incident to receipt of cargo. Monitors the expenditure of transportation funds provided by tenant organizations. Preplans shipments for consolidation purposes and selection of proper mode of transportation according to delivery requirements. Loads and unloads all commercial trucks.

Personal Property and Passenger Section. Arranges for movement of personnel by preparing and issuing transportation requests and meal tickets; acquiring reservations on commercial carrier, and appropriate counseling, arranging for and obtaining shipping and storage services, and inspection of individual household goods shipments and commercial warehousing facilities.

Preservation, Packing, and Packaging Section. Manages and operates preservation, packaging, and packing activities (except for preservation accomplished by aircraft maintenance and specialized activities) to insure against damage and to provide maximum protection for shipments for all modes of transportation. Processes "hold baggage" for shipment.

Packing/Crating (Outport). Manages and operates preservation, packaging, and packing activities. Constructs blocking and bracing necessary for shipment via rail and truck, and builds required cribbing on vessels sailing from Port Canaveral. Arranges for transportation of cargo world-wide via commercial carriers. Issues Government bills of lading. Preplans shipments for consolidation purposes and selection of proper mode of transportation according to delivery requirements. Provides a Liaison Representative to the Army Outport Unit for the control and movement of all marina cargo shipped to, from, and between downrange stations via MST and commercial vessels.



6550TH SECURITY POLICE SQUADRON

Responsible to the Base Commander for the overall supervision and management of security police activities. Responsible for the morale, welfare and discipline of personnel assigned to the unit. Performs as Chief of Security Police for the Base, and as an additional duty performs the staff security functions for the ESMC Commander. Responsible for preparing and monitoring the Security Police Statement of Work in the Range Contract. Serves as the point of contact for security matters affecting DOD security requirements for KSC. Maintains liaison with NASA security officials at KSC regarding STS security.

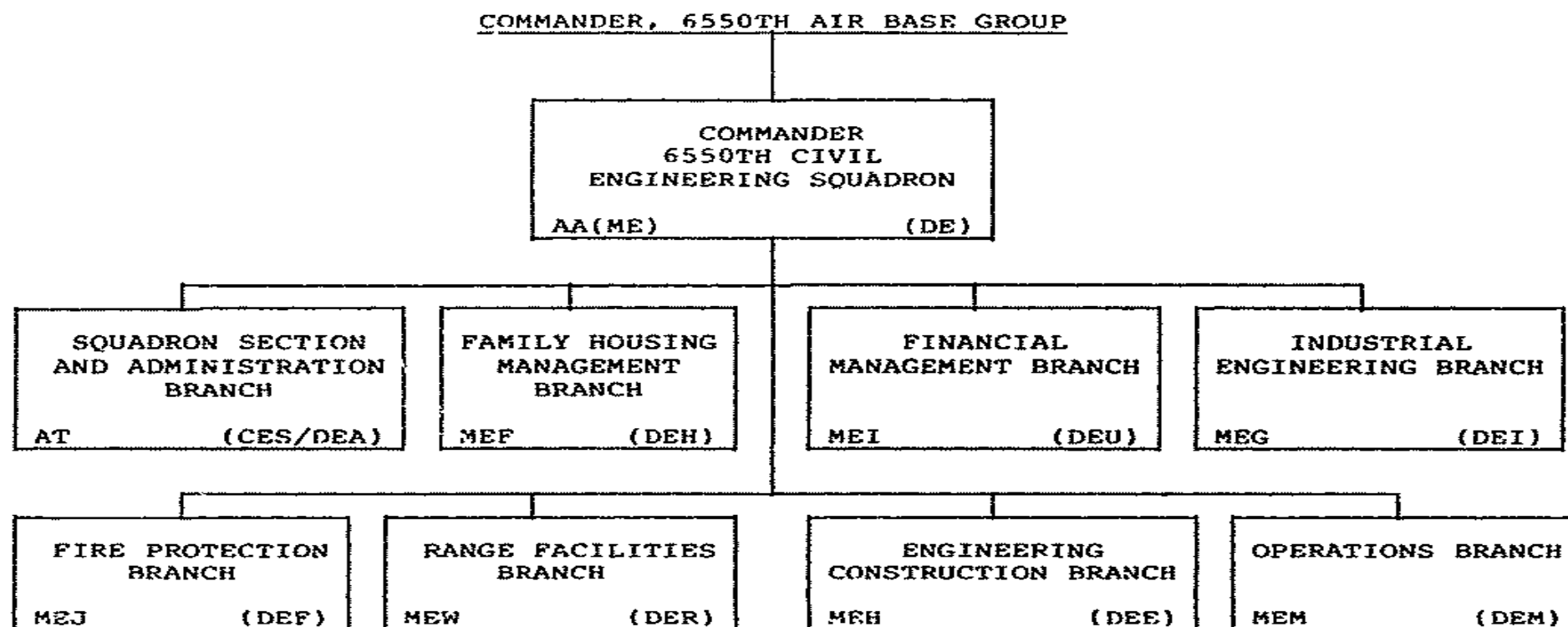
Unit Administration. Provides administrative services for all personnel assigned. Maintains correspondence files, publications, and directives. Manages unit administrative functions such as TDY, career development programs, reenlistments, submission of APRs and recommendations for awards, etc. Assists the Squadron Commander in fulfilling responsibilities for morale, welfare and discipline of assigned airmen. Briefs newly assigned personnel.

Administration and Reports Branch. Manages the Information Security, Industrial Security, Reports and Analysis, and Pass and Registration activities. Prepares and processes security police reports, analysis of crimes, offenses, and related disciplinary summaries to the Chief of Security Police. Registers privately owned vehicles and firearms, issues and controls identification cards, badges, passes, and credentials. Processes security clearances. Administers the Base Security Education and Motivation Program, Resources Protection Program, and the Crime Prevention Program. Administers the Industrial Security Program for all DOD contractors. Provides advice and guidance to the contracting officers involving compromises and coordinates with appropriate DOD agencies. Prepares, processes, and coordinates the reports of investigation and letters of requirements.

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Operations Branch. Responsible for the supervision, effective and efficient management of the activities of security police training, armament and equipment, military working dog program, corrections investigation, AFTAC support, and all law enforcement activities. Determines training requirements, provides specialized ground training and conducts proficiency training. Responsible for receiving, accounting and control of all organizational and privately owned firearms, ammunition, and supporting organizational equipment. Responsible for the short term confinement of prisoners. Responsible for the enforcement of law and order to include the investigation of all reported offenses.

Combat Arms Training and Maintenance Section. Responsible for operating, upkeep and maintenance of Base Range facilities and all combat arms training.



6550TH CIVIL ENGINEERING SQUADRON

Plans, directs, supervises and coordinates all Civil Engineering activities. Responsible for management, maintenance, repair, modification and construction of real property, facilities, plants, and equipment; provides utilities, custodial, sanitation, entomology, fire protection, and crash/rescue services; family housing operations, maintenance and assignment; management of Base Engineer Emergency Forces (BEEF); and recovery from damage to facilities, plants, and utility systems from any cause. Functions are specifically defined in AFR 85-10.

Squadron Section and Administration Branch. Provides effective administration for all assigned or attached squadron military personnel. Prepares necessary correspondence for military personnel that requires squadron commander's review, approval, indorsement or signature. Maintains squadron duty rosters. Provides liaison with appropriate agencies concerning Base Civil Engineering manpower and personnel matters. Develops and directs the internal civil engineering security program; performs security officer responsibilities. Prepares Prime BEEF Reporting, Analysis, and Status System (BRASS) Report. Maintains civil engineering library of applicable regulations, manuals, and other publications.

Family Housing Management Branch. Responsible for direction and management of all family housing activities except furnishings management. This includes assignments, terminations, inspections, rental collection, maintenance of waiting lists, complaint investigations, and conduct of housing surveys. Provides off-base housing referral service and assistance.

Financial Management Branch. Responsible for all activities related to developing, preparing, submitting and maintaining the financial plan, budget estimates, and the Civil Engineering Financial Management System. Advises on all financial matters and maintains liaison with Comptroller on current financial plans. Maintains a quantitative and monetary capital asset account. Performs the Base Civil Engineer's responsibilities for cost accounting specified in AFM 170-27. Advises the Civil Engineer on policies and directives affecting CE Cost Accounting.

Industrial Engineering Branch. Evaluates Civil Engineering work force, facilities, equipment, programs and procedures for adequacy and effectiveness; identifies and documents deficiencies; and recommends corrective action. Implements and monitors the data automation of Base Civil Engineer records, reports, control systems, and other organizational elements. Advises the Base Civil Engineer on improvements to management systems to ensure optimum utilization. Analyzes cost and performance reports to determine potential problem areas, validity of work units, and indirect labor factors. Acts as consultant to management and operating offices on such matters as organizational layout and utilization of planned or existing base facilities.

Fire Protection Branch. Administers and performs the duties and responsibilities of the Base Civil Engineer as outlined in AFR 92-1. Maintains fire incident and operation records and reports. Coordinates administrative, personnel, and supply matters. Maintains administrative and technical files.

Operations Section. Formulates and accomplishes functional fire protection responsibilities in accordance with Chapters 1, 2, 4, 5, Air Force Regulation 92-1, National Fire Protection Association manuals, and International Fire Service Training Association.

Technical Services Section. Formulates and accomplishes an installation fire prevention program in accordance with Chapter 3, Air Force Regulation 92-1, National Fire Protection Association manuals, and Book 110 of International Fire Service Training Association.

Range Facilities Branch. Plans, directs, and provides surveillance of all Civil Engineering activities and resources of the Eastern Test Range bases and stations, excluding Patrick AFB.

Resources Section. Plans and develops projects for Operation and Maintenance (O&M) programs. Prepares all documentation for O&M and Military Construction Program (MCP) submissions. Prepares documentation for Range User projects. Accountable Officer for ETR Real Property. Prepares budgets and manages funds for Range Civil Engineering activities. Performs in-house engineering design and evaluates/approves Range Contractor designs. Secretary of the Facilities Board Working Group (FBWG) and prepares agenda for Facilities Board meetings. Conducts special studies on Civil Engineering items. Provides assistance to ETR staff agencies and Range users as required. Manages and accepts real property construction projects.

Operations and Maintenance Section. Manages and accepts real property construction projects. Performs in-house engineering design. Identifies deficiencies in real property facilities, equipment, and systems; and recommends corrective action. Conducts special studies on civil engineering items. Evaluates contractor performance for Range support contract, and other service and utility contracts. Provides assistance to ETR staff agencies and Range Users as required. Conducts corrosion control program. Monitors Environmental Protection Program.

Engineering Construction Branch. Programs and manages facilities projects by contract. Validates work, prepares environmental assessments, processes approvals, designs and inspects contract projects. Consults with and provides technical guidance to Operations and Maintenance personnel. Technical Representative of the Contracting Officer. Coordinates engineering activities with construction agencies and higher command. Maintains charts and reports on status of projects by contract. Maintains utility brochures and provides technical assistance for utility negotiations.

Engineering Section. Designs projects for contract accomplishment. Performs engineering studies and prepares reports. Furnishes technical assistance to contracting officials regarding work performance and materials submittals of contractors. Prepares statements of work for design by Architect-Engineer contracts and performs Architect-Engineer selection process. Prepares design criteria for projects to be designed by other agencies. Performs plane and topographic land surveys. Maintains master plan and record drawings. Provides professional engineering advice to operating personnel, contracting personnel and Commanders.

Construction Management Section. Exercises civil engineering responsibilities for the accomplishment of work under contract. Makes technical inspections on all maintenance, repair, construction, and service work by contract to assure quality performance and contractual compliance. Provides technical advice on proposed new construction and changes and repairs to existing facilities. Collects samples of construction materials for testing, prepares report of inspection for record and action as required for projects in O&M and minor construction program. Assists in final acceptance inspections of completed construction as required by AFR 88-9.

Environmental and Contract Planning Section. Responsible for all activities related to community, comprehensive land use and natural resources planning, environmental protection, and pollution abatement and control. Implements policies and programs to: (1) protect and improve the natural resources of air, water, and land, (2) prevent, abate, and control deterioration or pollution of the environment, and (3) conserve and effectively utilize soil, water, vegetation, fish and wildlife, and man-made resources. Responsible for all plans and programs for work done by contract.

Real Estate Section. Exercises Civil Engineering responsibilities for acquisition (other than construction), utilization management, and disposal of real property, subject to Facilities Board approval. Monitors grantee compliance with terms of leases and other outgrants. Provides data for development of real property operation and maintenance programs and the annual work plan.

Operations Branch. Plans, schedules, directs, and controls the performance of all work assigned, approved, and authorized for accomplishment by the Civil Engineering work force. Directs and manages all activities dealing with budget submissions; contract project design review; utility plant operations; Prime BEEF, contingency planning, disaster recovery, and combat readiness training programs; logistics support; customer service; method of work accomplishment; work plans; service calls; production and vehicle control; facility files; equipment maintenance and warranty/guarantee program; Base U-Fix-It Store; BEAMS; hazard and pollution abatement; environmental protection; and resource protection and conservation.

Pavement and Grounds Section. Performs all activities related to the supervision of the portion of the Civil Engineering force engaged in equipment operations, pavements and grounds maintenance.

Equipment Operations Unit. Performs all activities related to the operation of assigned civil engineering maintenance equipment (graders, dump trucks, loaders, scrapers, bulldozers, sweepers, and other authorized equipment). Repairs and maintains equipment such as air compressors, pumps, work boat, emergency water-pumping stations on Base. Operates Refuse Transfer Station.

Pavements Unit. Performs all activities related to maintenance and repair of all pavements. Constructs new pavements when authorized. Responsible for all pavements, regardless of surface, no matter how stabilized, including airfield mat, gravel roads, and sidewalks. Installs signs, posts, and anchors. Sweeps sand from pavements in coordination with Grounds Maintenance and Equipment Operations Sections.

Grounds Maintenance Unit. Performs all activities related to the performance of landscaping and grounds maintenance and repair. Installs drainage systems; provides erosion control; seeds, fertilizes, sods, and mows grass. Trims shrubbery and maintains ornamental plantings.

Structures Section. Performs all activities related to the supervision of the portion of the Civil Engineering force engaged in structural, masonry, protective coating, plumbing, metal work, corrosion control, and maintenance of the Technical Laboratory Complex.

Structural Unit. Performs all activities related to structural maintenance on facilities and installed equipment including installation, repair, and replacement of doors, windows, screens, panels, dry walls, ceilings, wooden floors, carpeting, wooden trusses, roofs, drainboards, and related trim and accessories. Manufactures moulding, sashes, screen doors, rack, and miscellaneous wooden items. Provides locksmith service for structures, for safes/vaults and for office equipment with locks.

Protective Coating Unit. Performs all activities related to all types of protective coating, applications, paint, sealer, primer, tape wrappings, and other coating materials. Paints signs, applies airfield and road traffic markings. Operates corrosion control shop and sandblasting equipment. Performs field protective treatment maintenance on structural surfaces of equipment and real property.

Plumbing Unit. Performs all activities related to plumbing maintenance and repair on facilities and installed equipment. Removes, replaces, repairs, and installs interior water lines, gas lines, sewage lines, vent lines, drains, waste traps, valves, faucets, and plumbing fixtures. Assists Water and Waste and Heating Sections in repair and maintenance of exterior water and steam lines as required.

Metal Working Unit. Performs all activities related to sheet metal repair and maintenance on facilities and installed equipment. Manufactures, repairs, and installs sheet metal products. Forges, hardens, sharpens, and repairs tools.

Masonry Unit. Maintains, repairs, and constructs all masonry structures and surfaces including walks, partitions, piers, abutments, retaining walls, and other structures composed of brick, building block, stone and/or ceramic tile.

Mechanical Section. Performs all activities related to the supervision of the operation, maintenance and repair of refrigeration and air conditioning units, plants and systems, air compression, heating units, mechanical tasks, and liquid fuel section.

Refrigeration and Air Conditioning Unit. Performs all activities related to the maintenance and repair of refrigeration and air conditioning systems. Repairs walk-in and household refrigerators, deep freeze units, ice cube makers, refrigerated display cases, heat pumps, and other refrigerator or air conditioning components carried on real property records. Operates air conditioning systems, mechanical ventilation systems, dehumidifying systems, evaporative cooling systems, cold storage plants, and ice manufacturing plants and air compression systems requiring attendants. Includes maintenance and repair work in instruments and controls.

Liquid Fuels Unit. Performs all activities related to the maintenance and repair of liquid fuel systems and installed equipment. Repairs leaks, performs cleaning operation on tanks, lines and dispensing system. Repairs/maintains strainers, separators, valves, pumps, and associated components. Includes maintenance and repair of instruments and controls.

Heating Systems Unit. Performs all activities related to the installation, maintenance, and repair of heating systems including exterior distribution lines. Operates central and auxiliary plants and separate units when required. Maintains operating logs and other required records. Includes maintenance and repair of heat system instruments and controls.

Instrument and Electronic Control Unit. Performs all activities related to the installation, maintenance, calibration, alignment, balancing, and testing of all controls. Includes environmental, fire detection, intrusion alarm, and energy monitoring systems that contain industrial, automatic, electronic, electric, and pneumatic control system equipment and component parts. These controls relate to heating, air conditioning, ventilation, boilers, water distribution systems, sewage treatment plant, and other utility and environmental control systems installed in real property equipment and/or facilities on the base.

Electrical Section. Performs all activities related to the supervision of the installation, maintenance and repair of interior and exterior distribution lines. Operates central and auxiliary plants and separate units when required. Maintains operating logs and control.

Interior Electric Unit. Performs all activities related to the maintenance, repair, replacement and installation of interior electrical systems. Inspects, repairs, replaces electric motors, electric powered or operated equipment. Provides interior relamping service. Assists Power Production in repair of generator portion of power plants as required. Repairs and maintains instruments and controls that are primarily electrically or electronically operated.

Exterior Electric Unit. Performs all activities related to the maintenance, repair, replacement, and installation of exterior lighting and electrical transmission and distribution systems. Installs, repairs, replaces, and maintains airfield lighting system and equipment. Provides exterior relamping service.

Electric Power Production Unit. Performs all activities related to operation, repair, maintenance and installation of electric power production equipment including components such as gasoline or diesel engines, generators, heat recovery units, starter motors and associated generating and distributing equipment and switch gear. Inspects, operates, and repairs field generating units.

Water and Waste Unit. Performs all activities related to the operating, maintenance, repair and installation of water supply, processing and treatment plants and systems, waste processing plants and systems including exterior distribution and collection systems (the term "waste" used herein includes industrial waste).

Engineering Entomology Unit. Performs all activities concerned with preventive and corrective treatment for insects, rodents, termites, etc., on Base structures and grounds.

Resources and Requirements Section. All activities involved in managing work requirement and tasking work centers to do the work. Prepares CE emergency plans, operations plans, annexes, etc. Directs all Readiness & Logistics, Planning, and Production Control activities.

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Production Control Unit. All activities involved with in-service work including development of the In-Service Work Plan and BCE Weekly Work Schedule. Operates customer service unit, service call function, and controls DIN (Do It Now) vehicles. Manages warranty/guarantee program.

Planning Unit. All activities involved in determining facility maintenance and repair requirements. Collaborates with Production Control in preparing work plans. Determines layout, measurement, material, equipment, and other essential data required for work proposed. Plans labor and material requirements and cost estimates.

Readiness and Logistics Unit. All activities related to Base Civil Engineering Readiness and Logistics. Acts as liaison with base supply and procurement. Researches stock numbers, nomenclatures, prices, and data for material requisitioning. Operates the tool control center. Monitors Prime BEEF and Vehicle Control Programs.

Fabrication Section. Provides non-aircraft fabrication support to assigned tenant units.